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Personnel—General

A Guide to Protocol and Etiquette for Official Entertainment

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SUMMARY of CHANGE

DA PAM 600-60

A Guide to Protocol and Etiquette for Official Entertainment

- o Rewords social calls (chap 1).
- o Deletes general guidelines in introductions and adds the word "gender" (chap 1).
- o Rewords completely engraved invitations (chap 2).
- o Corrects to state that a printed invitation usually starts with the host of an event on the first line (chap 2).
- o Adds that telephone Invitations may be used where there is extremely short notice (chap 2).
- o Adds an explanation of telefax invitations (chap 2).
- o Changes reply of a married couple to a formal invitation when only one can attend (chap 2).
- o Removes informal invitations and corresponding figure (chap 2).
- o Removes reference to a sample reception and receiving line checklist (chap 3).
- o Changes reference to carpet at receiving line (chap 3).
- o Adds guidance regarding a woman standing at the end of the receiving line (chap 3).
- o Clarifies guidance regarding position of receiving line in a room (chap 3).
- o Removes guidance of alphabetical flag display (chap 3).
- o Adds the order of precedence of Service flags (chap 3).
- o Changes guidance regarding display of personal flags of attendees (chap 3).
- o Removes guidance regarding formal dinners and exceptions (chap 3).
- o Adds guidance regarding an interpreter at a dinner (chap 3).
- o Adds guidance regarding toasts and prisoners of war (chap 3).
- o Changes "musical and cannon salutes" title (chap 4).
- o Adds samples for sequence of events of retirement, award, promotion, and retreat ceremonies (chap 4).

- o Expands guidance on finials (chap 4).
- o Changes guidance regarding streamers facing forward (chap 4).
- o Revises guidance explaining the need for rules of precedence (chap 5).
- o Removes reference to precedence among married, divorced, widowed, and unmarried women (chap 5).
- o Revises the example of visiting official (chap 5).
- o Consolidates guidance regarding seating of foreign visitors (chap 5).
- o Clarifies guidance regarding seating and persons on promotion lists (chap 5).
- o Changes seating of Sergeant Major of the Army to follow that of the Director of the Army Staff, a four-star general, or an equivalent rank civilian (chap 5).
- o Adds table 6-1 titles and forms of address for Vice President, Governor of a State, warrant officer, and enlisted personnel (chap 6).
- o Changes the guidance regarding menu restrictions by adding table 7-1 (chap 7).
- o Places updated references list in appendix A.
- o Places official toasts in appendix C.
- o Updates the precedence list and places it in appendix D.

FOREWORD

Practices developed among nations in the course of their contacts with one another define the essence of protocol. *Protocol* is the combination of good manners and common sense, which allows effective communications between heads of state and their representatives. It is not static. Rather, it is an evolving science that, over the years, has lost much of its traditional pomp and picturesque ceremony. Changes in accepted protocol, however, are best left to the highest policy-forming officers in the Department of State. Errors in protocol may be mistaken as a signal of a change in the international climate. Persons using this pamphlet are cautioned that unauthorized innovations in protocol, however well intentioned, are improper.

Etiquette encompasses the body of manners and forms prescribed by custom, usage, or authority. It is accepted as correct behavior when people deal with one another. Etiquette preserves respect for the rights and dignities of others. In short, etiquette represents good manners. Today, many of the old established customs are blended with less restricted ways of life—of entertaining with little or no help, in communicating with others, and in coping with everyday problems that once were handled by a staff. The full integration of women and divergent cultures into the Services brought more changes. Service people now have a more knowledgeable way of life. Still, as in bygone years, there are certain rules to be followed in order to reach the goal of easier, gracious living.

As with any rule of the road, a charted course will get you to a specific place at a given time for a certain occasion. Proper etiquette is not artificial. It is a practical set of rules. When learned, these rules save time that would be wasted in deciding what is proper. Etiquette helps people proceed with the more important phases of social interaction.

The intent of this pamphlet is to provide you with the basics of proper protocol and etiquette. Using this information as a foundation, you should feel at ease in such matters as calling cards, introductions, invitations and responses, official dinners, seating and precedence, forms of address, and arranging visits for important visitors. With practice, protocol and etiquette will not be difficult but will be instead a natural, courteous way to properly greet and entertain civilian and military visitors and colleagues.

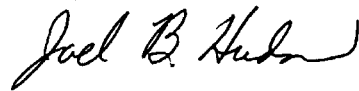
Personnel—General

A Guide to Protocol and Etiquette for Official Entertainment

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Summary. This informational pamphlet presents current protocol information.

Applicability. This informational pamphlet applies to the Active Army, the Army National Guard of the United States, and the United States Army Reserve. During mobilization, procedures in this publication may be modified by the proponent.

Proponent and exception authority. The proponent of this informational pamphlet is the Deputy Chief of Staff of the Army. The Deputy Chief of Staff of the Army has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The proponent may delegate the approval authority, in writing, to a division chief

within the proponent agency in the grade of colonel or the civilian equivalent.

Suggested Improvements. Those who use this informational pamphlet are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, ATTN: DACS–DSP, 200 Army Pentagon, Washington, DC 20310–200

Distribution. This publication is available in electronic media only and is intended for command levels B, C, D, and E for Active Army, Army National Guard of the United States, and the United States Army Reserve.

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Chapter 1

Visits and Introductions

1-1. Army customs

The exchange of courtesy visits is one of the Army's oldest and most established traditions. This is one way soldiers can make social contacts among themselves. These visits, known as official and social calls, are essential to mutual understanding, respect, confidence, and teamwork. The size and complexity of today's Army may hinder the exchange of courtesy visits. You should follow established customs of the Service whenever possible. Additional sources of information regarding visits, introductions, protocol, and etiquette are listed in appendix A.

1-2. General rules

Policies for making official and social calls differ widely in the various commands and organizations. Such calls are not made as extensively as in past years. Ask the adjutant, the commander's aide, or the agency executive officer about the commander's wishes.

1-3. Official calls

- a. *General.* All official calls are made at the office of the person visited.
- b. *Arrival calls.* Paid by a subordinate to an immediate superior and then on that officer's superior; for example, a new major to a battalion sets a courtesy call with his or her battalion commander and brigade commander for introduction. Another method is to have the newcomer escorted to the various offices, introduced to fellow workers, then at a time convenient to superiors, by appointment, courtesy calls are made. Official calls should be made within 48 hours after arrival at the new location.
- c. *Departure calls.* The official procedures for leaving an installation or post may vary. Custom requires that an officer departing the post make an official call on his immediate commanding officers as an act of courtesy.

1-4. Social calls

The practice of making social calls has declined greatly. The more common practice today is to have a "hail and farewell" to introduce newcomers and say goodbye to those leaving. However, upon arrival at the new location, one should inquire as to which method the commander prefers.

- a. *Making social calls.* Some general rules for making social calls:
 - (1) Calls are normally made at the officer's residence.
 - (2) The visit is planned at a time convenient to the officer visited.
 - (3) If the commander is married and the commander's spouse is present, the spouse of the officer making the visit should also attend.
 - (4) Social calls should last no less than 10 minutes and no more than 15 unless the caller is requested to stay longer.
- b. *Commander's reception.* The custom at many installations is for the senior officer to periodically entertain assigned officers and their spouses at a reception or series of receptions.
- c. *New Year's Day call.* It is customary in many organizations for the officers of the unit to call on the commanding officer on New Year's Day. One should inquire as to the local policy and how the commander desires to have people call, for example, alphabetical: A-M 1300-1415, M-Z 1430-1545.

1-5. Introductions

Brevity and accuracy are two requirements that must be kept in mind when introducing people. The person making the introduction is completely in charge of the situation for the length of time that it takes to effect it. There are a few simple rules to remember, as shown below.

- a. A man is always presented to a woman—with the exception of the president of any country, a king, a dignitary of the Church, or when a junior female officer is "officially" presented to a senior male officer.
- b. The honored/higher ranking person's name is stated first, then the name of the person being presented.
- c. Young people are presented to older people of the same gender.
- d. A single person is introduced to a group.

Chapter 2

Invitations

2-1. Formal engraved invitations

- a. Engraved invitations (fig 2-1) are the most formal invitation and are issued for very special occasions. They are engraved with black ink on a good quality white or cream colored vellum card stock.

- b. Invitations are sent out 2 or 3 weeks in advance. If the function is extremely large, 3 or 4 weeks may be more suitable.
- c. Engraved invitations often include an admittance card to be shown at the door. If admittance or seating cards are enclosed, they should be brought to the function.
- d. If the party is in honor of a distinguished visitor or other high-ranking official, "the host" is usually the first line of the invitation, followed by "the event," then "in honor of," with the appropriate information on the individual(s) on the next line or two.

2-2. Semi-Engraved invitations

- a. Semi-engraved invitations (fig 2-2) are adaptable to any date or occasion and are less expensive. Individuals who must entertain frequently will generally use these invitations, they are correct for luncheons, receptions, dinners, and retirements.
- b. Honored guests may be designated by the phrases "in honor of Major General and Mrs. Smith" or "To meet Major and Mrs. Jones." The first phrase is more often used for prominent persons; the second, for new arrivals and guests.
- c. Formerly, it was not considered correct to ask an important official "to meet" anyone of lesser rank. Today, however, most officials may wish to know for whom a party is given, possibly influencing his or her acceptance.



***The Chief of Staff of the Army
requests the pleasure of your company at a
Promotion Ceremony
in honor of
Brigadier General Benjamin S. Griffin
on Thursday, the third of June
at ten o'clock
Room 3E668, The Pentagon***

***R.S.V.P.
(703) 697-0692***

***Class A Service Uniform
Civilian Informal***

Figure 2-1. Formal engraved invitation



Lieutenant General and Mrs. Don Smith
request the pleasure of the company of
Colonel and Mrs. Smith
at dinner
on Friday, the tenth of May
at six-thirty o'clock
Quarters 10
R.S.V.P.
555-1234
Civilian Informal

Figure 2-2. Semi-engraved formal invitation

2-3. Formal handwritten invitations

Formal invitations may be hand-written (fig 2-3) on white or cream note paper in black ink. The wording and spacing used on the formal engraved invitation (fig 2-1) are followed. Often the host or hostess has a preference for handwritten invitations. They are more personal and a nice touch if the size of the party does not make preparing them burdensome.

2-4. Telephone invitations

a. Telephone invitations are correct for formal functions as well as for small affairs. They also can be used in a case where there is extreme short notice. The protocol officer, aide-de-camp, or secretary could make the calls.

b. To confirm oral invitations, reminder cards are frequently sent out to those who have accepted. The engraved, semi-engraved, or handwritten invitations may be used. Draw through the R.S.V.P. and telephone number, writing the words "To Remind" underneath. Or have the words "To Remind" printed on the invitation where the R.S.V.P. would normally be written.

2-5. Telefax invitations

Invitations may be extended by facsimile, especially in a case where time is limited. The fax should include the same information as the invitation above. The facsimile is also a tool to use to notify the invitee of a future event. This way the date and time can be "saved" months ahead of time, followed up by an invitation issued at a date closer to the event.

2-6. Replies to formal invitations

- a. A reply to a formal invitation (fig 2-4) should be written 48 hours after receiving a luncheon or dinner invitation.
- b. A regret (fig 2-5) includes the same information shown on the invitation, except that no reference is made to the time or place.
- c. A formal invitation may request that the reply be addressed to an aide or social secretary. If this is not indicated under the R.S.V.P. on the invitation, the reply is addressed to the host and hostess.
- d. A married couple may accept a formal invitation when only one can attend, depending on the event and their relationship with the host or guest of honor.
- e. Printed reply cards may be enclosed with invitations to large official functions such as retirement reviews and

receptions. This provides for accurate accountability of the guests. The card, with a self-addressed envelope, may be the fill-in type requesting specific information written by hand or typewritten.

The Chief of Staff and Mrs. Brown
request the pleasure of the company
of
General and Mrs. White
at a dinner in honor of
Colonel and Mrs. Robert Fields
on Friday, the fifth of June
at six-thirty o'clock
Quarters 23C
R.S.V.P.
555-0123
Black tie

Figure 2-3. Formal written invitation

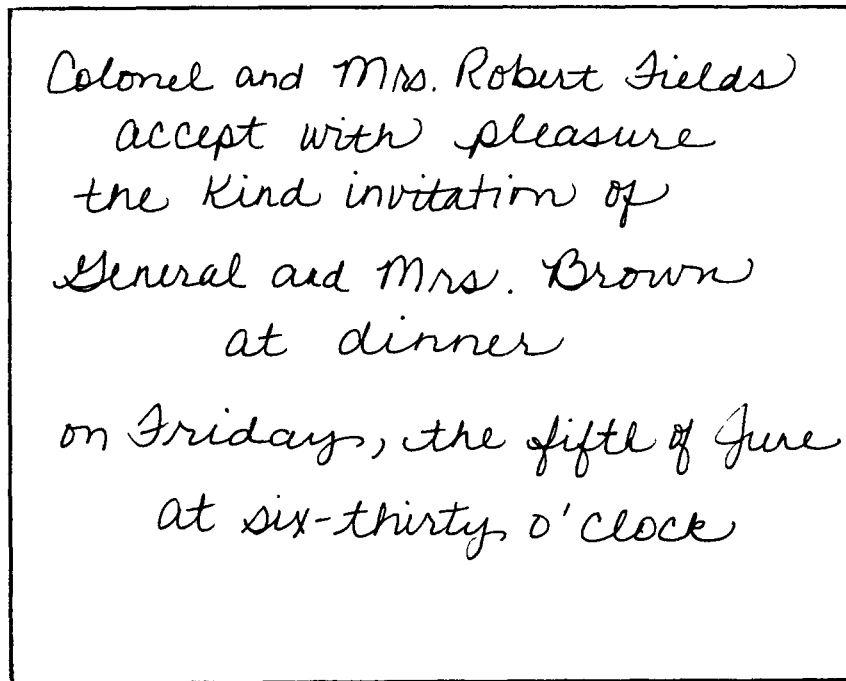


Figure 2-4. Acceptance of a formal invitation

2-7. Withdrawing an acceptance or invitation

There are few valid reasons to withdraw the acceptance of an invitation: serious illness, a death in the family, absence due to an upcoming transfer, official duty, or very important business elsewhere. It should be noted that an invitation to The White House takes precedence over all others (fig 2-6).

a. Recalling a formal invitation. When unavoidable circumstances warrant, a formal invitation may be recalled. If the occasion was small, and the invited guests would know the reason for withdrawal, none need be given. However, if guests are unaware of the reason for withdrawal, then the reason for recalling the invitation is prepared in a similar manner to the invitation (fig 2-7).

b. Advancing or postponing an invitation. Advancing or postponing is better than canceling! An announcement changing the date of an invitation must include an R.S.V.P. (figs 2-8 and 2-9).

2-8. Informal invitations

a. General. Invitations to informal dinner parties, luncheons, teas, cocktails, and buffet suppers may be extended by personal note, telephone, or a short message prepared on a calling card or formal card. If a reply is desired, include "R.S.V.P." or "Regrets only," followed by a telephone number or address. This may also be used on informal invitations when it is necessary to know the number of guests expected.

b. Informal note. An invitation to a social function may be extended by an informal note if the host or hostess does not wish to use the engraved card or the third person style invitation. Informal notes are correct for small informal dinners but are tiresome for large dinners and are incorrect for official dinners.

c. Replies to informal invitations.

(1) Informal notes and card invitations usually do not require a written answer, but one may be requested. A telephone reply is also proper.

(2) A written answer may be prepared either informally on a calling card or in the third person format used for engraved invitations (replies are addressed to the hostess only).

Major and Mrs. Glenn Anderson
regret that because of illness
in Mrs. Anderson's family
they will be unable to accept
the kind invitation of
Colonel and Mrs. Wilson
to dinner
on Monday, the ninth of May

Figure 2-5. Regret to a formal invitation

Major and Mrs. Edward Clark
regret that because of a death
in the family
they must withdraw from
Colonel and Mrs. Tate's dinner
on the fifth of April

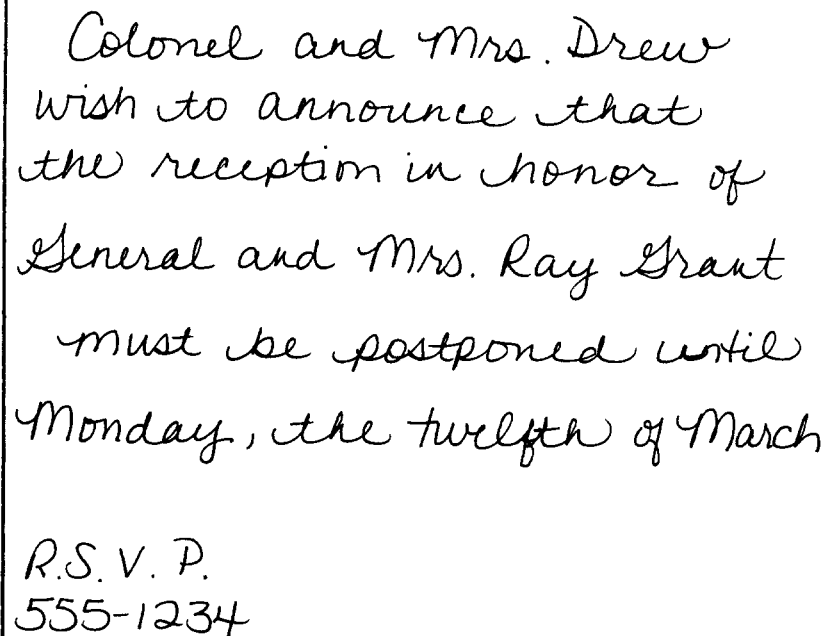
Figure 2-6. Withdrawal of an acceptance to a formal invitation

Major General and Mrs. Steele
regret exceedingly
that because of the recent death
of Mrs. Steele's father
the invitation to dinner
on Tuesday, the first of May
must be recalled

Figure 2-7. Recalling an invitation

Because of the early departure of
the Chief of Staff of the Army
the reception in honor of
General and Mrs. Daniel Clark
will be advanced from
Friday, the second of March
to
Thursday, the first of March
at six o'clock
Fort Myer Officers' Club
R.S.V.P.
555-1234

Figure 2-8. Advancing an invitation



Colonel and Mrs. Drew
wish to announce that
the reception in honor of
General and Mrs. Ray Grant
must be postponed until
Monday, the twelfth of March

R.S.V.P.
555-1234

Figure 2-9. Postponing an invitation

Chapter 3 Official Entertaining

3-1. Army customs

a. Foreign and local etiquette. Often the Army officer is required to deal officially and socially with distinguished officials of his/her own country, as well as those of foreign countries. A knowledge of the correct protocol and etiquette for all occasions makes him/her feel at ease in these relationships. When a guest in a foreign country, the officer conforms with its customs. When a host in a foreign country, he/she observes the social customs and formalities of his/her own country.

b. The host. Normally, the senior local commander is the host when foreign dignitaries are visiting Army installations. When senior officials of the Army and officials of other governmental agencies or foreign governments are visiting at the same time, the senior Army official is the host for the Army.

c. Guest of honor.

(1) When the guest of honor is a high-ranking official, the custom is to let him choose the date for the occasion and to consult personal staff about the guest list and general arrangements.

(2) After these steps, a formal invitation with "To remind" written on it is sent to the guest of honor.

3-2. Formal receptions and receiving lines

a. Formal reception. The formal reception is used more within military circles than in the private sector.

(1) The formal reception has provided a means by which military and civilian personnel get to meet the honoree upon his/her selection to a position or departure from the same.

(2) Formal receptions are also convenient for other special events, such as a wedding reception honoring a newly married couple, or introducing a group of newly arrived individuals and spouses to other members of the organization.

b. Planning the reception. An aide or protocol officer responsible for the arrangements for a reception must carefully plan for it. Here are some points to keep in mind:

(1) In addition to flowers and potted plants, decorations may include the flags of the nations whose representatives are guests, as well as the personal flags of high-ranking officials in the receiving line.

- (2) A carpet runner is often laid in front of the receiving line. The carpet is only for the official party to stand on. Carpet runners are not mandatory and may be excluded for reasons of safety.
- (3) It is thoughtful to provide nearby seating so that those receiving guests may rest occasionally.
- (4) If there is a band, the acoustics are checked, and the musical selections are discussed with the bandmaster.
- (5) Arrangements are made for appropriate photographs.
- (6) The bar and buffet tables are separated to avoid congestion at either end of the room. The buffet tables are attractively decorated with flowers or a novel centerpiece.
- (7) Soft drinks are made available for guests who do not drink alcoholic beverages.
- (8) A group of junior personnel (officers, NCOs, and enlisted) may be stationed at the entrance to the building to greet and escort distinguished guests to the receiving line.

c. The receiving line.

- (1) Formal luncheons, receptions, and dinners usually have a receiving line to afford each guest the opportunity to greet the host, hostess, and honored guest. The receiving line should be kept as small as possible.
- (2) Suggested arrangements for receiving lines for official functions are listed below. These are only guides. The guest of honor is positioned based upon the host's preference.
 - (a) Host Guest of honor Hostess Spouse of guest of honor
 - (b) Host Guest of honor Spouse of guest of honor Hostess
- (3) When a head of state is the guest of honor, the host and hostess relinquish their positions, and the line forms with the head of state, spouse of the head of state, the host, and hostess. At the head of the line there is an aide-de-camp or an adjutant to announce the guests.
- (4) Guests should not shake hands with the aide or staff officer receiving the name of the guest. Guests give only their official titles or "Mr. (Mrs.) (Miss) (Ms.)" Jones. The aide presents the guest to the host who, in turn, presents him or her to the guest of honor. The guest, in proceeding down the line, simply shakes hands and greets each person with a "How do you do?" or, in the case of a friend or acquaintance, "Good evening, Sir John," or "It is good to see you again, Sir John." Because names do not travel well, the guest should repeat his or her name to any person in the line to whom it has obviously not been passed. The receiving line is no place for lengthy conversation with either the host or the honored guest.
- (5) One rule remains unchanged and should not be broken: Do not receive guests or go through a receiving line holding a cigarette or a drink.
- (6) It is acceptable for a female to stand at the end of the line. However, some hosts invite a man closely associated with the occasion to stand at the end of the line so that a female need not be in this position. Other hosts feel that this is incorrect, since a reception is to honor certain individuals only. If a man of sufficient seniority who has an important connection with the function is not present, it is better not to have any man at all at the end of the line. It is not proper to station a randomly selected junior officer who has no connection with the guest of honor at the end of the line.
- (7) When does the man precede his lady in going through a receiving line? The old rule of "ladies first" should be followed upon all occasions other than White House or diplomatic visits. At the White House, for instance, the man goes down the line first. Many of the guests will have official titles, and it is easier for an aide to recognize the official and to announce, "The Secretary of State," as the aide presents the Cabinet officer, quickly followed by, "and Mrs. Smith." The relationship of the couple is clarified more easily than when the procedure is reversed.
- (8) Unless the function is very large, hosts usually receive for 30 minutes from the time given on the invitation and then join their guests. Therefore, it is necessary for guests to be punctual. Otherwise, they are not announced and will have to seek out their host and apologize for their tardiness. At a large function it may not be possible for latecomers to be introduced to the guests of honor. In any case, this is a matter for the discretion of the host.

d. Positioning the receiving line. Sometimes the question arises whether the receiving line should be on the guest's right or left as they enter the reception area. While it is preferable to position the receiving line to the left as you enter the room, consideration must be given to the layout of the room. If positioning the receiving line to the left side would adversely impact the buffet or dinner tables then use the right side. The line should be stationed so that the guests may pass smoothly and conveniently to the gathering of the other guests.

3-3. Display of flags at military receptions and dinners

a. Placement. At military receptions and dinners, especially when general officers are present, the custom is to display appropriate national colors and distinguishing flags in the "flag line."

- (1) The flag line is centered behind the receiving line and/or the head table.
- (2) Flags displayed behind the receiving line or head table are arranged in order of precedence. The flag of the United States is always located at the place of honor, that is, the flag's own right (the observer's left), regardless of the order or location of individuals in the receiving line. When a number of flags are grouped and displayed from a radiating stand, the flag of the United States is in the center and at the highest point of the group.

b. Order of precedence.

(1) The flag of the United States is always displayed when foreign national flags, State flags, positional flags, individual flags, the United States Army flag, or other organizational flags are displayed or carried.

(2) The order of precedence of flags is as follows:

(a) The flag of the United States.

(b) Foreign national flags. Normally, these are displayed in alphabetical order (English alphabet).

(c) Flag of the President of the United States of America.

(d) Normally, the State flags are displayed in order of admittance to the Union. The territorial flags are displayed after the State flags in order of entry into the Union (see app B).

(e) Military organizational flags in order of precedence or echelon.

(f) Positional flags in order of precedence.

(g) Personal flags in order of rank.

(3) The order of precedence of Service Flags is as follows:

(a) United States Army.

(b) United States Marine Corps.

(c) United States Navy.

(d) United States Air Force.

(e) United States Coast Guard.

(f) Army National Guard.

(g) Army Reserve.

(h) Marine Corps Reserve.

(i) Naval Reserve.

(j) Air National Guard of the United States.

(k) Air Force Reserve.

(l) Coast Guard Reserve.

c. *General officer flags.*

(1) For each general officer present at the head table of a reception or dinner, only one general officer “star” flag for each grade may be displayed, regardless of the number present for each grade.

(2) If two or more service general officers are participating in an event, star flags for each Service are displayed. The star flag of the senior officer precedes the others.

(3) Positional flags take precedence over personal flags. It is incorrect to display a four-star personal flag for the Chief of Staff or Vice Chief of Staff of the Army. When these individuals visit an installation or agency, someone in the official party normally carries a positional flag for this purpose. Keep in mind that the host’s flags are always displayed/flown.

(4) While AR 840–10 does not address the issue of the display of positional or personal flags of guests attending military functions, the HQDA procedure is to display the positional or personal flags of individuals participating in the function. Positional or personal flags of guests in attendance but not participating are not displayed.

(5) Personal colors for retired general officers are not authorized for public display (AR 840–10, para 3–32), except when the officer is being honored at an official military ceremony. Also, if the officer is in attendance on the reviewing stand in an official ceremony and the flag displaying his or her rank is not already on display.

d. *Flags of other nations.* When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximate equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace (4 USCS 7 (2000)). The exception to this is when the President directs that the flag of the United States be flown at half-staff. In this instance the flag of the United States will be flown at half-staff whether or not the flag of another nation is flown at full staff alongside the United States flag.

3–4. Seating arrangements

There are different plans for seating guests at dinners, luncheons, and banquets. The social occasion determines the best plan to use.

a. *Usual mixed dinner.* The plan in figure 3–1 is the traditional arrangement, with the host and hostess sitting at the head and foot of the table.

(1) Spouses are seated at dinners according to the ranks of their sponsors unless they personally hold official positions. For example: The wife of the man at the right of the hostess normally would sit at the right of the host. Rule to remember: The ranking female sits to the right of the host and the ranking man to the right of the hostess.

(2) All guests are seated by rank since female ambassadors, Cabinet members, and Congresswomen are on precedence lists within their own right and could outrank their husbands, or the senior man could sometimes be a bachelor or a widower. Situations like these would break the customary pattern of seating the husband next to the hostess and the wife next to the host.

(3) In completing the table plan, the second ranking man sits at the left of the hostess; the second ranking woman at the host's left. The third ranking lady sits at the right of the first ranking man; the fourth ranking lady at the left of the second highest-ranking man. This continues until all guests are seated. An exception to this arrangement would be if the guest of honor was an international visitor and language capabilities are in question, raising the need for a translator.

(4) If strict observance of rank would seat a wife next to her husband, one of them is moved. Pick that person to be moved and his new position carefully. Cause as little disruption of rank as possible.

(5) The host and hostess do not give up their positions at the head and foot of the table unless a guest is the president, king, or queen of a country. When this situation occurs, then the visiting dignitary sits at the head of the table and his wife at the other end. To avoid making themselves the "guests of honor" by sitting to the right of the distinguished visitors, the hostess sits to the left of the visitors and the host sits to the left of the visitor's wife. The highest ranking remaining guests would then be seated to the right of the dignitary and his wife. This rule does not apply to the President of the United States and the First Lady. They do not relinquish their places at the head and foot of the table when they are host and hostess.

(6) The plan in figure 3-2 is for large official dinners.

(7) When there is an equal number of males and females, some females must sit at the outside places on one side of the table. In the past this has been considered undesirable. To avoid this, two places may be set at each end of the table. Another way is to seat two females together; that is, move the third and seventh females together, and move the fifth male to the position of the seventh female at the end of the table, or make similar changes with the fourth and eighth female and the sixth man.

(8) When there are more males than females, there will be fewer places on one of the sides of the table, and men will occupy the last positions. Place settings must be spaced farther apart on that side to balance the table.

b. Mixed dinner—multiples of four. Arrangements used for seating guests in multiples of four at the usual mixed dinner are shown in figure 3-3 and figure 3-4.

(1) The plan in figure 3-3 is used when all couples are married.

(2) The plan in figure 3-4 is suggested when a couple (such as the fifth ranking man and woman) are not married. They should be seated side by side.

(3) At tables of 8, 12, or any multiple of 4, the host and hostess cannot sit opposite each other without putting two males or two females together if there is an equal number of each present. To balance the table, the hostess moves one seat to the left, putting her right-hand guest opposite the host.

c. Mixed dinner—single host or hostess. A single host or hostess, or a host or hostess entertaining in the absence of his or her spouse, may choose from several seating arrangements. The most suitable plan depends on the number, importance, and marital status of the guests.

(1) The plan in figure 3-5 is suggested for a small dinner of 8 to 10 when a hostess or co-host/hostess is not desired. Usually this is the plan when the guest of honor is married and is not accompanied by his spouse.

(2) The plan in figure 3-6 is suggested when the ranking male and female are not married to each other and the single host or hostess does not wish to have a hostess or co-host/co-hostess at a dinner in multiples of four.

d. Mixed dinner—round table. The round table is used for large or small groups. This seating arrangement is very successful in stimulating conversation. A seating arrangement for either is shown in figure 3-7. This table arrangement is good for hosts who prefer not to be the center of attention.

e. Gentlemen—dinners and luncheons. Figures 3-8 through 3-11 show plans for seating guests at gentlemen only parties or luncheons.

(1) The arrangement for host and co-host is in figure 3-8. Since the table for a large gentlemen only dinner or luncheon is usually long and narrow, the host and co-host generally sit opposite one another at the center of the table.

(2) The planning figure 3-9 is used if the party is small or if a co-host is not desired.

(3) Another lunch or dinner arrangement at which the host presides alone is in figure 3-10.

(4) The arrangement of the host and co-host at a round table is in figure 3-11.

f. Ladies' luncheons. The plans in figures 3-8 through 3-11 may be used for seating ladies at luncheons. A member of the hostess' family or a close friend, other than the guest of honor, may act as a co-hostess.

g. Speaker's table at banquet. The seating arrangement at a speaker's banquet is shown in figure 3-12. The host should seat lower ranking toastmasters and speakers as near to the center of the table with the least possible disturbance to another precedence. Lower ranking toastmasters and speakers are seated as to remain as inconspicuous as possible.

3-5. Formal dinners

Completely formal entertaining has practically disappeared from the American social scene because it requires a well-trained staff and expensive table furnishings. For these reasons, informal dinners have now become the norm. Details of strictly correct service, elaborate table settings, and formal menus can all be studied in general etiquette books. There may be times when the traditional formality of the past may need to be observed on some occasions, such as

White House state dinners or when abroad. Thus, a few principles are reviewed here to help those who may be required to attend a formal dinner.

a. Dinner partners. At formal dinners, each man escorts the dinner partner, who sits on his right, to the dinner table.

(1) Each man may learn his partner's name from cards in small envelopes arranged on a silver tray in the entrance hall (see sample card in fig 3-13). At large dinners in hotels or clubs, a tray of name cards is usually placed in the room where cocktails are served.

(2) Each man opens his envelope or card in time to meet his dinner partner. The host makes certain that every man either knows or is presented to his dinner partner. At large official dinners, the aides make the introductions.

(3) After noting the name of his dinner partner on his card, each man checks the seating chart. The chart is usually displayed near the tray of name cards. It is generally a table-shaped board that shows the location of each guest's seat at the table.

(4) The host leads the way to the dining room. He escorts the ranking female and seats her at his right. The hostess comes next with the ranking male, unless the guest of honor is of a very high position. In this case, the host (hostess) and guest of honor enter the dining room first. The host or hostess and ranking female (male) enter next. All other guests follow in pairs, in no particular order of precedence.

b. Place cards.

(1) The place cards most generally used are heavy white cards about 2 inches high and 3 inches long. The flag of the hosting official or general officer or a unit crest may be embossed or stamped in the upper left corner or top center. The title or rank and surname are handwritten in black ink. If two people of the same rank and last name are present, a first initial may be used.

(2) Sergeants through master sergeants are referred to as "sergeant." Sergeants major and command sergeants major as, "Sergeant Major." Second lieutenant and a first lieutenant are referred to as "Lieutenant," and lieutenant colonels and colonels as "Colonel," and all general officers as "General."

c. Smoking at the table. Smoking between courses or before the toasts is frowned upon at dinners. The safest rule to follow is, when there is the slightest doubt about smoking, don't. Remember, too, that most dinner guests do not appreciate the aroma of pipe and cigar smoke.

d. Interpreters. An interpreter may be required at a dinner for a foreign dignitary. The interpreter should sit close to the dignitary and the person for whom he/she is interpreting. Typical seating plans for an event requiring an interpreter are shown at figures 3-14 and 3-15. The interpreter's duties are so demanding that he or she will find it difficult to eat and interpret effectively at the same time. However, this does not preclude the interpreter from being seated at the table to the right of the foreign dignitary and being served as are the other dinner guests.

e. Thank you notes.

(1) A thoughtful guest will always write a thank you note to the host/hostess who has entertained him or her. It is also thoughtful to send flowers or a gift for very special occasions.

(2) It is generally not necessary to write a thank you note for large official functions, such as a reception to which hundreds of guests have been invited.

3-6. Toasts

a. Toasts are given upon various occasions—at wedding receptions, dinners, birthday parties, anniversaries, and dining-ins/outs. Today we honor individuals and/or institutions by raising our glasses in a salute while expressing good wishes and drinking to that salute. Etiquette calls for all to participate in a toast. Even non-drinkers should at least raise the glass to the salute.

b. Those offering a toast, male or female, should stand, raise the glass in a salute while uttering the expression of good will. Meanwhile, the individual(s) being toasted should remain seated, nod in acknowledgment, and refrain from drinking to one's own toast. Later, they may stand, thank the others, and offer a toast in return. A female may respond with a toast or she may remain seated, smile at the person who toasted her and raise her glass in a gesture of "Thanks, and here's to you."

c. At a formal event, the host initiates the toasting, Mr. Vice/Madame Vice at a Dining-in/out, or any guest when the occasion is informal. The subject of the toast is always based upon the type of occasion. General toasts would be "to your health," or to "success and happiness," although special occasions such as weddings or birthdays would require toasts more specific in nature such as, "to Mary and John for a lifetime of happiness and love" in the case of a wedding, or on a birthday, "may your next 25 years be as happy and as successful as your first 25 years."

d. When you are the one making the toasts at a formal occasion, you must be well prepared. You must have advance information about the person or persons to be toasted in order that your remarks are pertinent, related to the individual, and are accurate. If he or she is a close friend, you may make a more personal remark.

e. Toasts are generally given at the end of a meal, during or after dessert as soon as the wine or champagne is served and before any speeches are made. Toasts at dining-ins or dining-outs are often presented just prior to being seated for the meal.

f. At a small dinner a toast may be proposed by anyone as soon as the first wine has been served, and guests stand only if the person giving the toast stands. More than one toast may be drunk with the same glass of wine.

g. When toasting Prisoners of War water should be used as the toasting beverage.

h. For toasts to foreign guests or to heads of state, see appendix C or contact HQDA (SAUS-IA-FL), Foreign Liaison Protocol, at (703) 697-4762 or DSN: 227-4762.

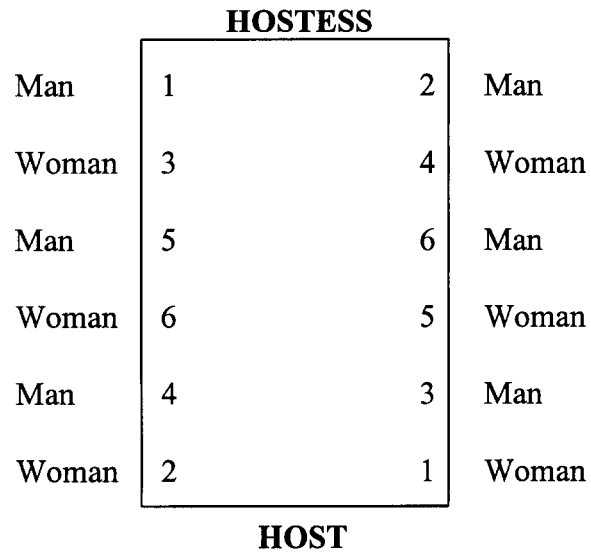


Figure 3-1. Usual mixed dinner

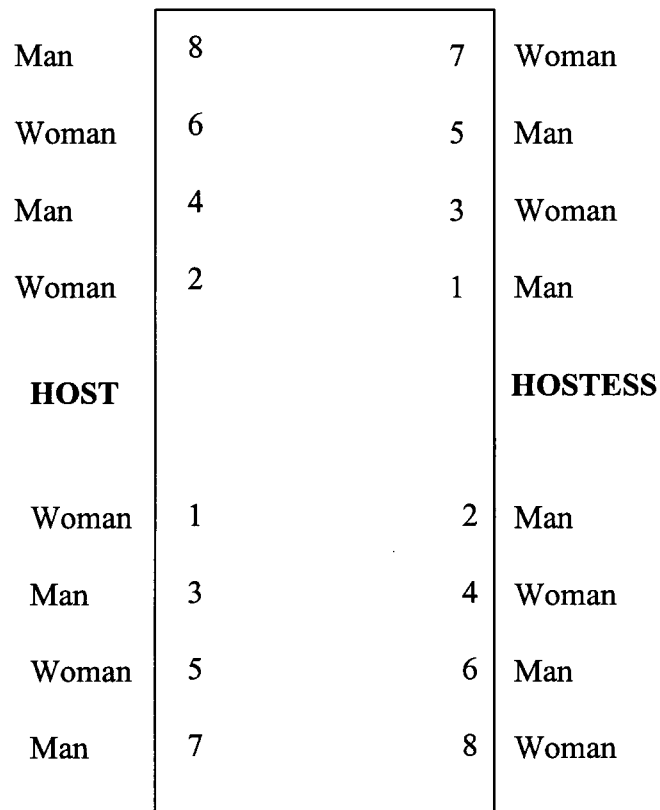


Figure 3–2. Usual large official dinner

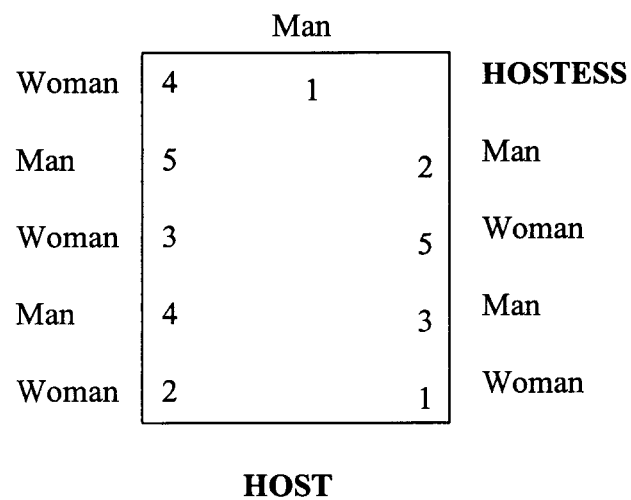


Figure 3–3. Married couples at mixed dinner

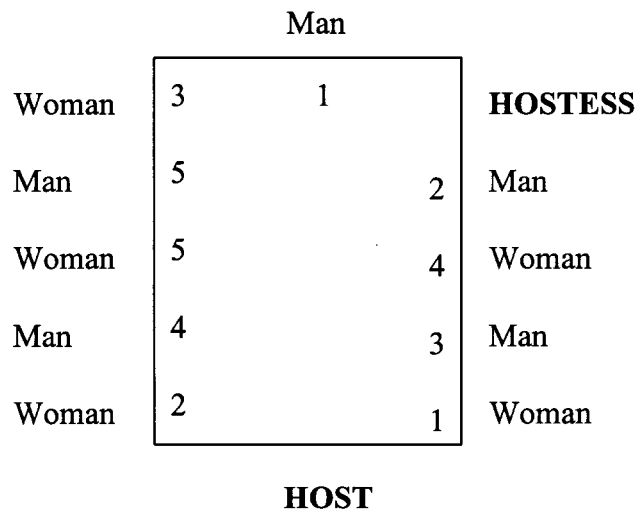


Figure 3-4. Unmarried couples (No. 5) at mixed dinner

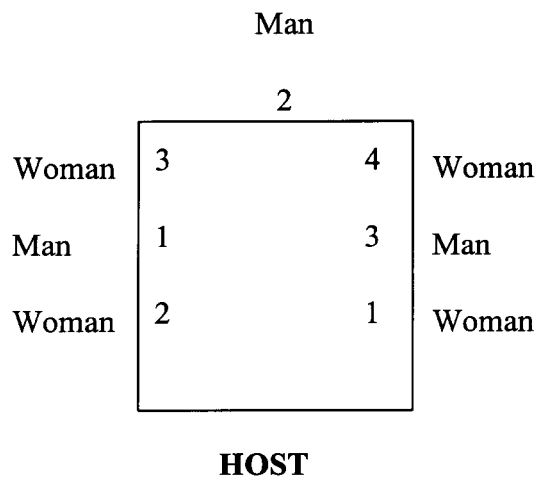


Figure 3-5. Small mixed dinner (no hostess) (guest of honor and spouse are at No. 2)

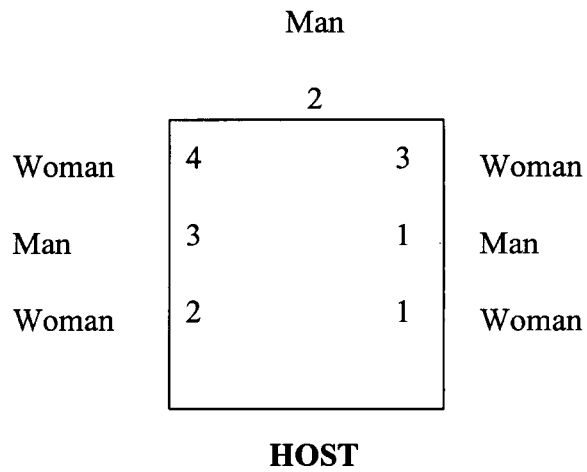


Figure 3-6. Small mixed dinner (no hostess)

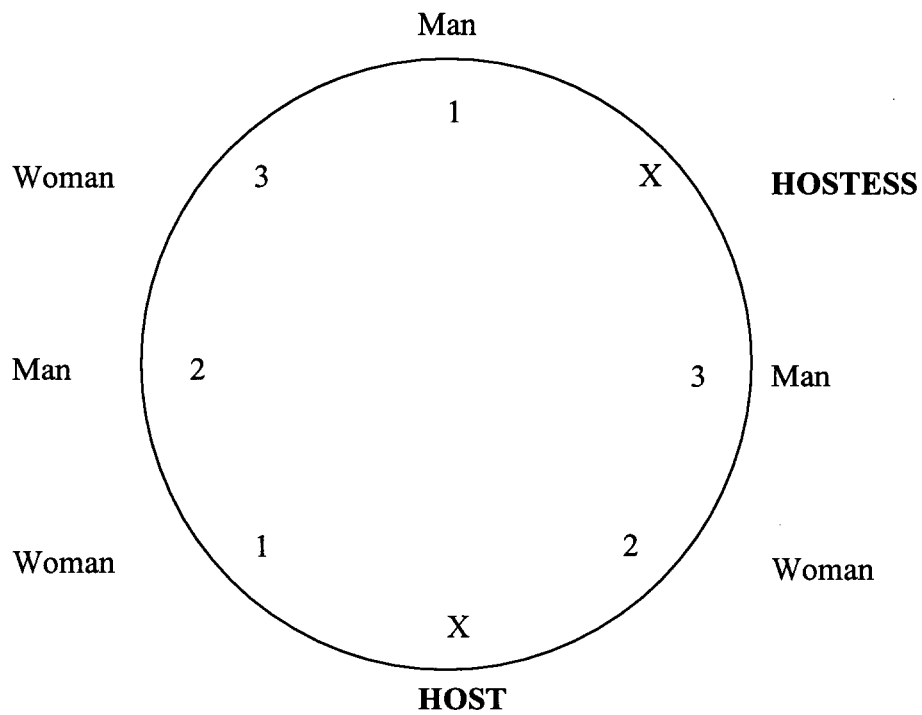


Figure 3-7. Roundtable seating arrangement

| | |
|----------------|-------------|
| 12 | 9 |
| 8 | 5 |
| 4 | 1 |
| CO-HOST | HOST |
| 2 | 3 |
| 6 | 7 |
| 10 | 11 |

Figure 3-8. Stag dinner with host and co-host

HOST

| | |
|----|----|
| 1 | 2 |
| 3 | 4 |
| 5 | 6 |
| 7 | 8 |
| 9 | 10 |
| 11 | 12 |

13

Figure 3-9. Stag dinner with no co-host

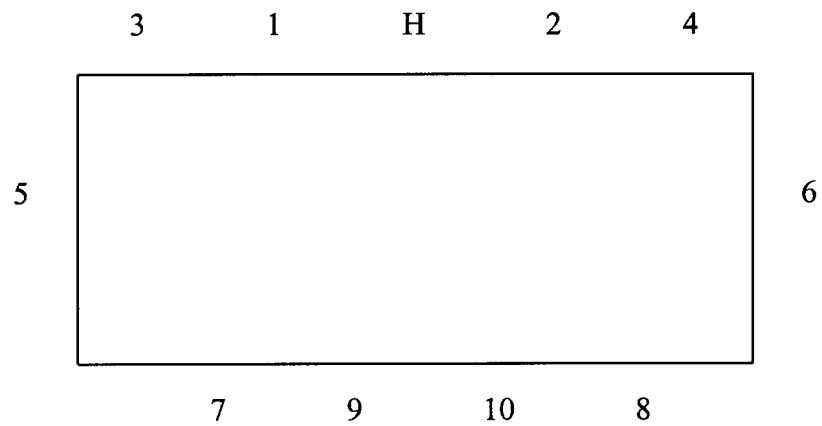


Figure 3-10. Another stag dinner arrangement with no co-host

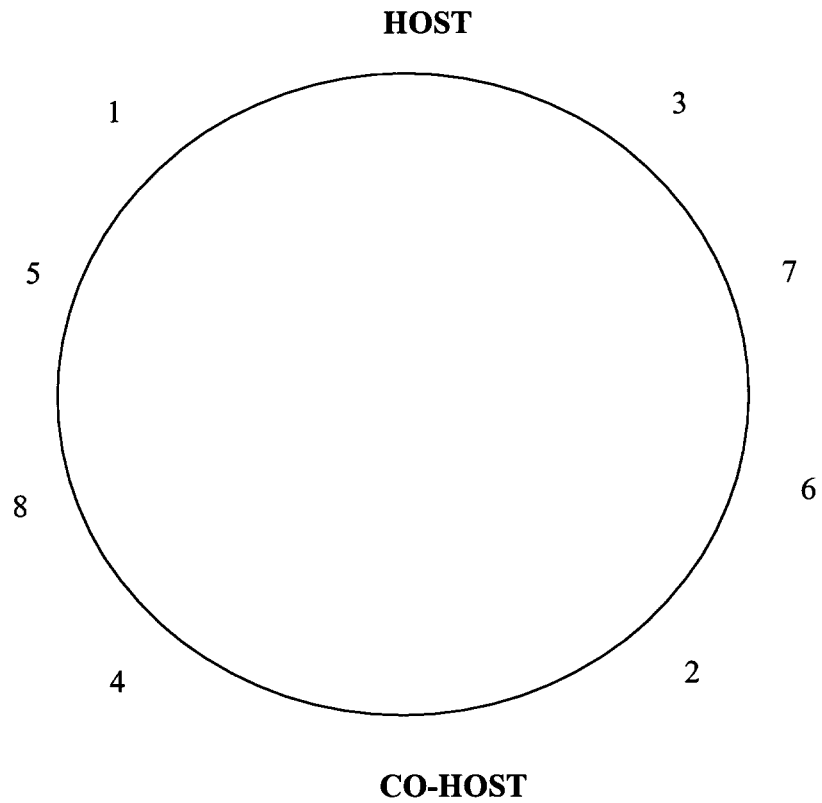


Figure 3-11. Stag dinner at roundtable with host and co-host

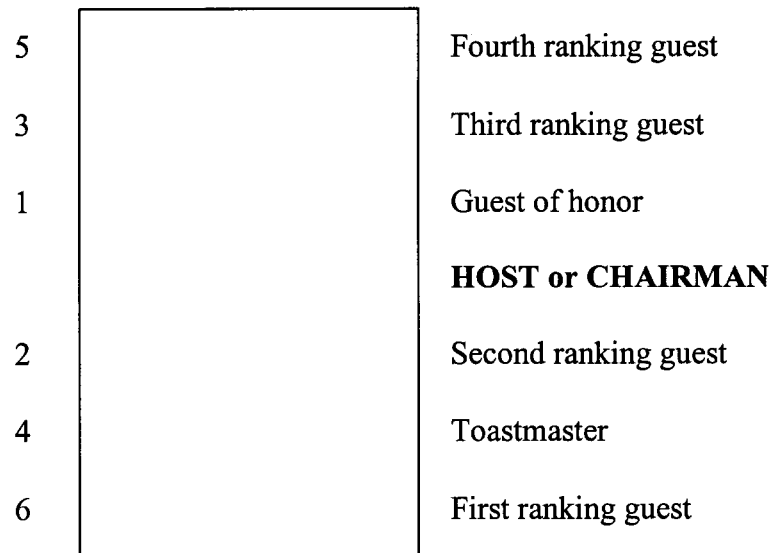


Figure 3-12. Speaker's table at a banquet

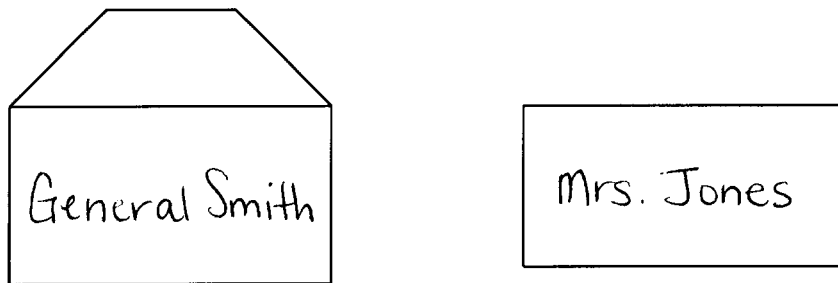


Figure 3-13. Sample of a dinner card

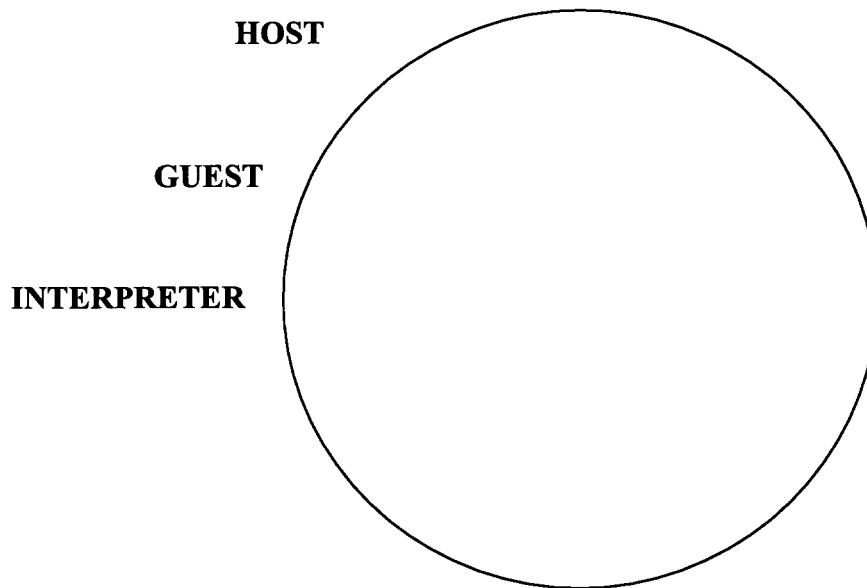


Figure 3–14. Roundtable seating plan

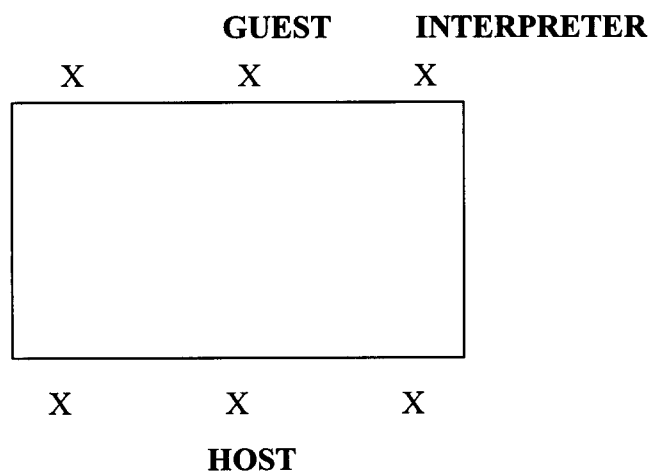


Figure 3–15. Rectangular or square seating plan

Chapter 4 Ceremonies

4–1. Rendering honors

a. Military ceremony. This section is intended to provide general information with regard to rendering of honors by both military and civilian participants and attendees at military ceremonies. For this publication, *participants* are defined as anyone participating in a ceremony and who would normally be on the reviewing stand or located with the host of the ceremony. *Attendee* is defined as anyone attending a ceremony as a guest or onlooker and who is not located on the reviewing stand or with the host. Neither definition applies to units participating in a ceremony (that is, platoons, companies, batteries, troops, color guards, and so forth). For information on the actual conduct of ceremonies,

see Field Manual (FM) 22–5, Drill and Ceremonies, and obtain additional guidance on parades and reviews from Commander, Military District of Washington (ATTN: ANC&SE), Fort Lesley J. McNair, Washington, DC 20319.

b. Cannon salute accompanied by musical honors.

(1) *Participants.* Military in uniform—render the hand salute; military and civilians in civilian attire—stand at attention, and if wearing headdress, remove it (except that women never remove their headdress).

Note. Individuals being honored will salute as well.

(2) *Attendees.* Military in uniform—face the ceremonial party and render the hand salute; military and civilians in civilian attire—face the ceremonial party and stand at attention and if wearing headdress, remove it (except that women never remove a headdress).

c. During the national anthem and foreign anthems.

(1) *Participants.* While outdoors, military in uniform stand at attention and render the hand salute, while indoors they stand at attention. While outdoors or indoors, civilians stand at attention holding their headdress over their left shoulder with their right hand over the heart, if no headdress, they hold their right hand over their heart. While outdoors or indoors, military in civilian attire stand at attention holding their headdress over their left shoulder. If no headdress, they stand at attention.

(2) *Attendees.* Same as for participants.

d. During passing of colors.

(1) *Participants.* Military in uniform—(outdoors) stand at attention and render the hand salute when the Colors come within six paces and hold the salute until the Colors are six paces beyond; (indoors) stand at attention six paces before and after the Colors. Civilians—(outdoors) stand at attention holding headdress with the right hand over the left shoulder and with the right hand over the heart (if no headdress, hold the right hand over the heart); (indoors) stand at attention.

(2) *Attendees.* Same as for participants.

e. During a military funeral (flag draped casket). Anytime the casket is being moved—while standing still and in civilian clothes (outdoors), stand at attention with the right hand over the heart; (indoors) stand at attention. If in uniform (outdoors), salute; while indoors and in uniform, stand at attention. One may follow behind the casket with the mourners; it is not necessary to stay in place when the casket moves.

Note. For more definitive guidance, see AR 600–25, appendix A.

4–2. Sequence of events

a. Standard sequence of events. The outlined below is a standard sequence of events followed at the greater majority of ceremonies. In some cases, a modified sequence of events is used to fit the particular ceremony at hand.

Pre-Review Concert
Formation of Troops
Arrival of Reviewing Official
March On
Honors
Sound Off
Inspection
Honors to the Nation
(Presentation of Award, promotion, retirement)
Remarks
March in Review

b. Modified sequence of events. The following outlines are suggested sequences for the appropriate ceremonies. In some cases, a modified sequence of events is used to fit the particular ceremony.

(1) Retirement ceremony.

Pre-ceremony concert/entertainment
Ceremony begins
March On
Honors
Sound Off
Inspection
Colors Advanced
Honors to the Nation
Presentation of Award (*if applicable*) then Retirement Certificate to the Retiree
Presentation of Award (*if applicable*) then Certificate of Appreciation to Spouse

Colors Posted
Remarks by:
Host
Retiree
March in Review
Final Musical Salute
Receiving Line

(2) *Award ceremony.*

Ceremony begins
Official Party is announced
Remarks by Host (Award Presenter)
Presentation of Award
Remarks by Award Recipient
Receiving Line

(3) *Promotion ceremony.*

Ceremony begins
Official Party is announced
Remarks by Host
Promotion Orders are read
Rank Insignia is pinned on
Remarks by Promoted Individual and presentation of flowers/gifts to spouse/family members (*if applicable*)
Receiving Line

(4) *Retreat ceremony.*

- (a) The unit is formed facing the flag five minutes (if possible) before the sounding of retreat.
- (b) Four minutes before the sounding of retreat, the adjutant or other appointed officer takes his position centered on and facing the line of troops and commands, **“Battalion, Attention”** and then, **“Parade, Rest.”**
- (c) The adjutant faces about and executes parade rest. On the last note of “Retreat,” the evening gun is fired. The adjutant then comes to attention, faces about, and commands, **“Battalion, Attention, and Present, Arms”** so that the unit is at present arms when the first note of “To the Color” or the National Anthem is sounded. The adjutant then faces about and executes present arms. The adjutant’s salute is the signal for the band to begin playing to “To the Color.”
- (d) At the last note of “To the Color” or the National Anthem, the adjutant faces about, commands **“Order, Arms,”** and then directs **“Take Charge of Your Units.”**
- (e) Unit commanders render the hand salute. The adjutant returns all salutes with one salute. This terminates the retreat formation.

4-3. Display of flags

Although AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates, covers in depth the use and etiquette for flags, some common sense rules need to be emphasized.

a. When displayed in a line, flags may be set up in one of two ways: from the flag’s right to left (the most common method) or with the highest precedence flag in the center if no foreign national colors are present. When set up from right to left, the highest precedence flag always goes on the right of all other flags. In other words, as you look at the flag display from the audience, the highest precedence flag (normally the U.S. flag) is on your far left, other flags extend to your right in descending precedence. When setup with the highest precedence flag in the center, other flags are placed, in descending precedence, first to the right, then to the left, alternating back and forth (see AR 840-10, fig 2-3).

b. Some points to remember when displaying flags:

(1) When the U.S. flag is displayed with foreign national flags, all flags will be comparable in size. The flagstaffs or flagpoles on which they are flown will be of equal height. The tops of all flags should be of equal distance from the ground (AR 840-10, para 2-4b).

(2) The Flagstaff head (finial) is the decorative ornament at the top of a flagstaff. The only finials authorized on the flag by Army organizations are the—

- (a) Eagle (Presidential Flagstaffs).
- (b) Spearhead (the only device used with Army flags).

- (c) Acorn (markers and marking pennants flagstuffs).
- (d) Ball (outdoor wall mounted for advertising or recruiting) (AR 840-10, para 8-2).
- (3) When displaying the Army flag, the Lexington 1775 and Kosovo Air Campaign streamers are always positioned at the center facing forward (AR 840-10, para 6).
- (4) Ensure all finials are positioned in the same direction. For most Army flags, this means that the flat portion of the finial is facing forward.
- (5) Ensure that general officer personal flags are hung on the staff right side up. When properly hung, the point of the star (stars) will point to the right as the flag is viewed.
- (6) When displaying the flag of the Chief of Staff, Army, or Vice Chief of Staff, Army, don't confuse the two. The Chief of Staff's flag has one diagonal, while the flag of the Vice Chief of Staff has two diagonals.
- (7) When using spreaders to display flags (spreaders are horizontal devices that allow the flag to "flair" slightly, thereby giving it a better appearance), ensure the flag is draped across the spreader from the flag's left to right.
- (8) Ensure the U.S. flag is always the same height or higher than all other flags on display. This also holds true for other national colors being used in the same display.

4-4. Seating

Seating at ceremonies has always been a cause for concern. Generally, there are two areas that must be considered: seating of the official party and seating of guests.

a. Seating the official party. Consideration must primarily begin with the reviewing officer. The reviewing officer is the key individual in the official party even though the host is in charge. Field Manual 22-5, chapter 9, clearly points out the positions of the official party and should be followed in preparation of the ceremony.

b. Seating of guests. Normally the personal guests of the reviewing officer and distinguished guests are seated to the rear of the dais (reviewing stand) on the right side facing the line of troops. Protocol dictates that the families of both be seated first, followed by the senior ranking non-family guest.

c. Overview seating. On the left rear of the dais, VIP guest seating in the front row is normally used for overflow and to recognize the importance of the personal friends. Depending on the number of seats available, guests expected, and wishes of the reviewing officer, the personally invited guests should be as close to the reviewing party as possible.

Chapter 5 Order of Precedence

5-1. Determining precedence order

- a.* This chapter contains some general rules that should be followed when determining precedence order.
- b.* In unofficial life, precedence is determined according to age, friendship, and the *prominence* of the guests. Age naturally receives deference, as do clergymen and persons of scholastic distinction, unless there is a noticeable difference in age.
- c.* In a private home, a foreign guest is always given the place of honor unless someone of advanced age is present. A stranger (such as a house guest brought by a friend), an out-of-town guest, or a guest invited for the first time has precedence over frequent guests or relatives.
- d.* In official life, protocol governs the precedence of government, ecclesiastical, and diplomatic personnel. Age is not honored in itself. A young official precedes an older one if the office of the younger one is higher. There is only one *official* precedence list, and it is the responsibility of the Chief of Protocol in the State Department.
- e.* Unlike other countries with "official" lists of precedence, custom and tradition have established the order of precedence in the United States (see app D).
- f.* In the United States, official position is determined by election or appointment to office or by promotion within the military establishment. The relative importance of different offices is weighed. The date an office was established determines its seniority.
- g.* Military rank takes precedence over the principle of "courtesy to the stranger." For example, a visiting foreign officer at an American dinner given in his honor may not be seated in the guest of honor's seat if another foreign dignitary or foreign officer of higher rank is a guest also. When it is impossible to avoid inviting someone of higher rank other than the guest of honor, the host must decide whether to—
 - (1) Ask the ranking guest to waive his right for the occasion in favor of the guest of honor.
 - (2) Seat the guests strictly according to precedence, even if it places the guest of honor well down the table (when ambassadors and very high ranking guests are present, this plan must be followed).
 - (3) Make the senior guest the co-host.
- h.* A visiting foreign officer is given precedence over an American officer of a slightly higher rank. But, a foreign officer is only seated ahead of the Chief of Staff of the Army if the foreign officer is of the same rank or greater position in his own country.

- i. A hierarchy of the church determines protocol within ecclesiastical circles.
- j. Diplomatic precedence has been established by international agreement dating from the Regulation of Vienna of 19 March 1815. The precedence of the various Chiefs of Mission is decided by their length of service in the receiving country. The sending country's size, date of independence, and importance in international affairs usually are not considered when establishing precedence.
 - (1) An ambassador accredited in May 1976 precedes another accredited in January 1977. An ambassador, however, always precedes a minister.
 - (2) Below the rank of charge d'affaire, precedence is established according to the position in the mission. For example, when the British Ambassador ranks the Danish Ambassador, the British First Secretary precedes the Danish First Secretary at dinners. A change of ambassador or ministers alters the relative positions of the entire staff. An ambassador traveling on leave or visiting his or her home country does not have the same status as when "on post."
 - (3) Although other officials may concede their positions on certain occasions, the Chief of the Mission, as the representative of his or her government, never yields his or her place.
- k. When persons without protocol ranking are included at an official dinner, age, local prominence, and mutual interests are considered when seating unofficial guests. Linguistic ability may also be a deciding factor when foreign guests are present. After the guest of honor and second ranking official have been seated, non-ranking guests may be placed between those of official rank in the most congenial arrangement.
- l. At times it may not be possible to give a dignitary the seat that is due by protocol. The host should express his regrets to the guest as soon as he or she arrives and explain the reason for the breach of protocol.
- m. In spite of all these established rules, protocol does not cover some unforeseen situations, such as a newly created official position, or the appointment of a female to a diplomatic or Cabinet post where her official position may far outrank that of her husband. Common sense and discretion usually resolve problems such as these.
- n. Protocol and precedence vary from country to country. For the proper protocol to observe in a foreign country, contact the protocol service in that country's ministry of foreign affairs or equivalent department. The highest ranking local official sometimes determines protocol.

5-2. Individuals frocked to a higher grade

These individuals are entitled to all honors, courtesies, and benefits of the higher grade except for pay and allowances. They are, therefore, seated ahead of others in their actual pay grade but behind all individuals actually holding the rank to which frocked. When more than one frocked person is present (frocked to the same rank), effective date of frocking will dictate precedence.

5-3. Individuals on approved promotion lists

Such individuals differ from those who are frocked to the next higher grade in that they continue to wear the insignia of rank of the current pay grade. There is no requirement to allow their seating above others in the same rank and grade.

5-4. Sergeant Major of the Army

At Army official and social functions, conferences, meetings, and ceremonies, the Sergeant Major of the Army (SMA) is accorded protocol ranking equivalent to a general officer. He or she should be ranked behind the last four star general officer or civilian equivalent. However, if the Director of the Army Staff is present, the Sergeant Major of the Army is ranked immediately following the Director of the Army Staff. These courtesies should, in addition to seating, include billeting, transportation, and parking consistent with existing Army regulations. Among the senior enlisted representatives of each Service, precedence is determined by Service seniority when at Army events. When the SMA is visiting a command or installation, that command's command sergeant major should be consulted on protocol issues involving the SMA. A former SMA retains the rank of Sergeant Major of the Army and should be afforded similar courtesies as the SMA. When the SMA and one or more former SMAs are present, the serving SMA takes precedence, and the former SMAs are ranked by date of rank as SMA. In the case of a SMA who held the rank of CSM, use the date of appointment as SMA.

5-5. Retired Army officers

Retired officers are ranked following active duty officers of the same grade. They are ranked in order of recency of retirement, not by age. Former Chiefs of Staff of the Army are ranked immediately following the current CSA and in order of recency of retirement. For example, the last CSA to retire will be ranked first after the current CSA. Retired Army officers are authorized to wear the uniform of the highest grade held during their active service on ceremonial occasions such as military funerals, memorial services, inaugurations, patriotic parades, national holidays, or other military parades or ceremonies in which any Active Army or Reserve unit is taking part (see AR 670-1, para 29-3). Retired general officers of the Regular Army, ARNG, and USAR may display their individual flags privately in their homes. Public display of individual flags is prohibited except when the officer is being honored at an official military

ceremony or the officer is in attendance on the reviewing stand in an official military ceremony and another flag depicting his or her rank is not already displayed.

Chapter 6 Forms of Address

6–1. Overview

As part of their official duties, Army officers and their spouses may be required to take part in social functions in the United States and overseas. This chapter provides general rules that will be helpful.

6–2. High officials

Address high officials such as presidents, ambassadors, and Cabinet members by their titles only, never by name. When addressing the spouse of the President, alone or together with the President, use only the surname, never her full name or initials. Spouses of high-ranking officials, including the Vice President and Cabinet members, do not share their spouse's official titles; therefore, write and address them in the usual way.

6–3. Elected officials

Address all Presidential appointees and Federal and State elected officials as "The Honorable." As a general rule, do not address county and city officials (excluding mayors) as "The Honorable."

6–4. Use of "His Excellency"

Although the courtesy title "His Excellency" is accorded to high foreign officials, it is rarely used in addressing officials of the United States. However, some Governors within their own States are accorded this title.

6–5. Distinguished officials

Table 6–1 shows the titles and forms of address for some distinguished officials of the United States. Locate other listings of titles and forms of address in *Protocol* by Mary Jane McCaffree and Pauline Innis. For questions concerning titles and forms of address, contact Department of the Army Protocol, Office of the Chief of Staff Army (DACS–DSP), DSN 227–0692.

Table 6–1
Titles and forms of address for U.S. officials

| Official | Form of address |
|--|--|
| <i>The President of the United States</i> | |
| Envelope: | |
| Official | The President The White House Washington, DC 20500 |
| Social | The President and Mrs. Doe (surname only) |
| Wife of President | Mrs. Doe (surname only) |
| Salutation | Dear Mr. President Dear Mr. President and Mrs. Doe |
| Complimentary Close | Respectfully or Respectfully yours |
| Invitation | The President Or, if abroad: The President of the United States of America and Mrs. Doe |
| Introductions | Same as above |
| Wife of President | The First Lady, Mrs. Doe (Surname only) |
| Conversation | Mr. President Or, in prolonged conversation: Sir |
| <i>The Vice President of the United States</i> | |
| Envelope: | |
| Official | The Vice President United States Senate Washington, DC 20510 |

Table 6-1
Titles and forms of address for U.S. officials—Continued

| | |
|------------------------|--|
| Social | The Vice President and Mrs. Smith (Surname only) (Home address) |
| Wife of Vice President | Mrs. John Charles Smith |
| Salutation | Dear Mr. Vice President Dear Mr. Vice President and Mrs. Smith |
| Complimentary Close | Respectfully or Respectfully yours |
| Invitation | The Vice President Or, if abroad: The Vice President of the United States of America and Mrs. Smith |
| Conversation | Mr. Vice President Or, in prolonged conversation: Sir |

United States Senator

| | |
|---------------------|--|
| Envelope: | |
| Official | The Honorable John Doe United States Senate Washington, DC 20510 |
| Social | The Honorable John Doe and Mrs. Doe |
| Salutation | Dear Senator Doe |
| Complimentary Close | Sincerely |
| Invitations | Senator (and Mrs.) Doe |
| Place card | Senator Doe Mrs. Doe |
| Introductions | Senator Doe or The Honorable John Doe, United States Senator from (State) |
| Conversation | Senator Doe or Senator <i>When the senator is a woman: Use Senator</i> |

United States Representative

| | |
|---------------------|--|
| Envelope: | |
| Official | The Honorable John Doe House of Representatives Washington, DC 20515 |
| Social | The Honorable John Doe and Mrs. Doe |
| Salutation | Dear Mr. Doe |
| Complimentary Close | Sincerely |
| Invitation | Mr. (and Mrs.) Doe |
| Place Card | Mr. Doe |
| Introductions | Mr. Doe or The Honorable John Doe Representative from (State) |
| Conversation | Mr. Doe <i>When the Representative is a woman: Use Mrs. or Miss</i> |

Secretary of Defense

| | |
|------------------------|---|
| Envelope: | |
| Official | The Honorable John Charles Doe Secretary of Defense Washington, DC 20301 |
| Social | The Honorable John Charles Doe The Secretary of Defense and Mrs. Doe |
| Wife of Cabinet Member | Mrs. John Charles Doe |
| Salutation | Dear Mr. Secretary and Mrs. Doe |
| Complimentary Close | Respectfully or Sincerely |
| Invitation | The Secretary of Defense (and Mrs. Doe) |
| Place Card | The Secretary of Defense Mrs. Doe |
| Introductions | Secretary Doe or The Secretary of Defense, Mr. Doe or The Honorable John Charles Doe, Secretary of Defense |
| Conversation | Mr. Secretary or Mr. Doe or Sir |

Table 6-1
Titles and forms of address for U.S. officials—Continued

Secretaries of the Armed Services

| | |
|---------------------|---|
| Envelope: | |
| Official | The Honorable John Charles Doe Secretary of the Army (Navy, Air Force) |
| Social | The Honorable John Charles Doe Secretary of the Army (Navy, Air Force) and Mrs. Doe |
| Salutation | Dear Mr. Secretary |
| Complimentary Close | Sincerely |
| Invitation | The Secretary of the Army (Navy, Air Force) and Mrs. Doe |
| Place Card | The Secretary of the Army (Navy, Air Force) Mrs. Doe |
| Introductions | Secretary Doe or The Secretary of the Army (Navy, Air Force) or The Honorable John Thomas Doe, Secretary of the Army (Navy, Air Force) |
| Conversation | Mr. Secretary or Mr. Doe |

Governor of a State

| | |
|---------------------|--|
| Envelope: | |
| Official | The Honorable John Thomas Doe Governor of California (City, State) |
| Social | The Honorable The Governor of California and Mrs. Doe |
| Salutation | Dear Governor Doe |
| Complimentary Close | Sincerely |
| Invitation | The Governor of California (and Mrs. Doe) |
| Place Card | The Governor of California |
| Introductions | Governor Doe or The Honorable John Thomas Doe, Governor of California (or the State of California) |
| Conversation | Governor Doe or Governor or Sir |

Mayor

| | |
|---------------------|---|
| Envelope: | |
| Official | The Honorable John Joseph Doe Mayor of San Francisco (State, ZIP) |
| Social | The Honorable John Joseph Doe and Mrs. Doe |
| Salutation | Dear Mayor Doe |
| Complimentary Close | Sincerely |
| Invitation | The Mayor of San Francisco (and Mrs. Doe) |
| Place Card | Mayor Doe |
| Introductions | Mayor Doe or The Honorable Joseph Doe Mayor of San Francisco (or the city of) |
| Conversation | Mayor Doe or Mr. Mayor or Sir <i>When the Mayor is a woman: Use Mayor, Mrs., or Miss</i> |

Assistant Secretaries

| | |
|---------------------|--|
| Envelope: | |
| Official | The Honorable John Doe Assistant Secretary of the Army for . . . Washington, DC 20310 |
| Social | The Honorable John Doe and Mrs. Doe |
| Salutation | Dear Mr. Doe |
| Complimentary Close | Sincerely |
| Invitation: | Mr. (and Mrs.) Doe |

Table 6-1
Titles and forms of address for U.S. officials—Continued

| | |
|---------------------------------------|--|
| Place Card | Mr. Doe |
| Introductions | Mr. Doe or The Honorable John Doe, Assistant Secretary of the Army for. . . |
| Conversation | Mr. Doe |
| <hr/> | |
| <i>Officers</i> | |
| Envelope: | |
| Official | (full rank) John Charles Doe, USA (USAF, USMC) |
| Social | (full rank) and Mrs. John Charles Doe <i>When the officer is a women:</i> (full rank) Mary Smith Doe and Mr. John Smith |
| Salutation | Dear General, Colonel, Lieutenant Doe (Use General for all grades of general, Colonel for colonel and lieutenant colonel, and Lieutenant for all grades of lieutenant) |
| Complimentary Close | Sincerely |
| Invitation | General, Colonel, Lieutenant (and Mrs., Mr.) Doe (Use General for all grades of general, Colonel for colonel and lieutenant colonel, and Lieutenant for all grades of lieutenant) <i>When the officer is a women:</i> (full rank) Mary Smith Doe and Mr. John Smith |
| Place Card | General, Colonel, Lieutenant Doe |
| Conversation | General, Colonel, Lieutenant Doe (full rank) (full name) (position title) |
| <hr/> | |
| <i>Warrant officer (man or woman)</i> | |
| Salutation | Dear Mr. (Mrs.) (Miss) Jones |
| Invitation | Chief Warrant Officer (and Mrs.) Doe Chief Warrant Officer (and Mr.) Doe |
| Place card | Mr. (Mrs.) (Miss) Doe |
| <hr/> | |
| <i>Enlisted personnel</i> | |
| Envelope: | |
| Official | (full rank) John Charles Doe, USA (USAF, USMC) |
| Social | (full rank) and Mrs. John Charles Doe <i>When the soldier is a women:</i> (full rank) Mary Smith Doe and Mr. John Smith |
| Salutation | |
| Sergeant Major of the Army | Dear Sergeant Major of the Army |
| Command Sergeant Major | Dear Sergeant Major |
| Sergeant Major | |
| First Sergeant | Dear First Sergeant |
| Master Sergeant | Dear Master Sergeant |
| Sergeant First Class | Dear Sergeant |
| Staff Sergeant | |
| Sergeant | |
| Complimentary Close | Sincerely |
| Invitation | (full rank) and Mrs. John Charles Doe <i>When the soldier is a women:</i> (full rank) Mary Smith Doe and Mr. John Smith |
| Place Card | |
| Sergeant Major of the Army | Sergeant Major of the Army |
| Command Sergeant Major | Sergeant Major Doe |
| Sergeant Major | Sergeant Major Doe |

Table 6-1
Titles and forms of address for U.S. officials—Continued

| | |
|----------------------|--------------|
| First Sergeant | Sergeant Doe |
| Master Sergeant | |
| Sergeant First Class | |
| Staff Sergeant | |
| Sergeant | |

Chapter 7

Arranging Visits for Dignitaries

7-1. Planning

a. At HQDA level an executive agent is designated to plan the visit of a foreign dignitary. At other levels the respective protocol offices execute the planning for the visit of a dignitary with guidance from an executive agent or specific requests from the dignitary. An aide for a U.S. dignitary will coordinate with the executive agent or local protocol project officer. The aide or escort officer may experience certain logistic, social, and protocol problems. Often the itinerary has been clearly defined by higher authority, and all that is required of the aide or escort officer is to carry out the plan. However, an inexperienced planner may fail to anticipate unexpected and troublesome details. Imaginative forethought combined with common sense will generally avoid embarrassing surprises. Careful consideration must also be given to security requirements in the early planning stages of the visit.

b. The last minute details of the visit must be carefully planned and a realistic timetable established. The names of all persons in any way associated with the visit, their exact duties and schedules, and the transportation of persons and luggage should all be laid out well in advance.

c. Planning should include, but not be limited to, the elements below.

- (1) Ensure that all arrangements, including reservations for hotels and restaurants, are in writing.
- (2) Provide for special dietary needs required by national custom, religious convictions, or individual dietary restrictions.
- (3) Ensure that dignitaries are met and seen off by officers of equal rank whenever possible. As a general rule, this requires that a general officer be present at the arrival and departure of a general officer on an official visit.
- (4) Ensure that all drivers of the official party are briefed regarding their schedules and are given exact directions so that they can operate independently if they become separated from the other vehicles.
- (5) Ensure a folder is prepared for each member of the visiting party. The folder should contain, as a minimum, a map of the area, the local itinerary, and lists of room assignments and telephone numbers.
- (6) Provide billeting for the escort officer in the same building as the dignitary when possible. If not, make suitable transportation available to the escort.
- (7) Set aside enough time in the schedule for meetings, calls, meals, changes of clothes, coffee breaks, visits to shopping facilities, occasional rest periods, and transportation. The planner should actually time the travel from place to place and allow extra time for boarding vehicles and transferring baggage.
- (8) Ensure an aide is available from their own armed service. Frequently, aides are officers of the highest caliber and are destined for future positions of authority in their country. They will form lasting impressions about the United States and the Army, based on the treatment they receive as members of a visiting party. Give special attention to their transportation, dining, and recreational needs. Their living accommodations at least should be single rooms in hotels and in distinguished visitors quarters. Room assignments should be in keeping with their status as members of a dignitary's party rather than their rank.
- (9) Carefully plan the schedules for spouses of guests, especially those of foreign guests. Determine their interests and make plans for the following:
 - (a)* Sightseeing trips to places of historic interest, scenic views, or whatever the local area offers.
 - (b)* Shopping tours (if there are excellent stores offering American-made products). These may include fashion shows.
 - (c)* Luncheons. If the dignitary is given a staff luncheon, his wife is given a luncheon by her American hostess or another high ranking official's wife. American officials wives attend. Notable local citizens are invited, such as those of the same national origin as the guest and the wives of consular officials in the area.
 - (d)* Tea hosted by one of several American wives to honor the visitor and her companions.

7-2. The escort officer

a. The selection of an escort officer is a difficult task. The choice cannot be based solely on the availability of a particular officer. Not all officers are suitable as an escort because they have differences in appearance, bearing, background, and experience.

- b.* In many cases, it is necessary to select an officer with a speaking knowledge of the guest's language. An officer with absolute fluency, however, may be a less suitable escort officer than another having somewhat less fluency.
- c.* There are effective escort officers at all levels and in any organization. At times, a commander may not want to part with a valued subordinate even for a few days. The officer planning the visit must then use great tact and convince the commander that the foreign dignitary's visit is in the best interest of the nation and the Army.
- d.* The overall escort officer has charge of the entire visit or tour, but it may be advisable to appoint a local escort officer who is familiar with the local installation or activity that the dignitary is to visit.
- e.* The local escort officer should be chosen carefully and briefed on the local schedule. The briefing, including likely problems and best solutions, should include the following often overlooked points:
- (1) Uniform requirements are made for all planned activities. Escorts must know that they too have to be in the prescribed uniform for the event.
 - (2) The local escort officer must keep the overall escort officer informed of the schedule and any changes to it. The local escort officer makes every attempt to avoid surprise. The overall escort officer is informed of any special requests or wishes of the dignitary.
 - (3) Both escort officers must know where emergency type facilities (that is, dry cleaners, shoe repair, and so forth) are located so that they can take care of any requirements the dignitary or escort may have.
 - (4) The overall escort officer is told of the toasts to be offered at formal luncheons and dinners and for the correct responses to them. The overall escort officer must also know about any speeches or press interviews that are to be given by the dignitary.
 - (5) The escorts must have information or reference material on handling any emergency, such as messing, transportation, and medical needs.
 - (6) It is wise to have an escort for a foreign wife. When choosing her escort, consider her language, age, and position. Escorts may be female officers or Service wives whose language capabilities, travel, or position would make them valuable to the guest.

7-3. Entertaining foreign dignitaries

In planning a local schedule, the tendency is to resort to the more ordinary entertainment since it is easiest to plan. Use distinctive local resources to vary the guests' exposure to American entertainment. By sharing the responsibility of host with different groups, visitors are exposed to larger social circles. Local civic organizations are often willing to help entertain visiting dignitaries. Although many prefer to invite persons of equal position to a dinner or small party, some variety may improve larger functions such as receptions. When possible, include guests of the same national origin as the guest of honor, as well as a representative selection of junior officers.

a. Menus. At the same time the invitations are sent out, the menu should be planned. The most important aspect in planning menus for foreign guests is dietary restrictions. Guests may say that once they are outside their country, they conform to local customs (see table 7-1 for a record of dietary restrictions by country).

Note. Individual dietary restrictions may vary. When entertaining foreign guests, it is best, when in doubt, to contact the State Department Office of Protocol or the embassy of the foreign country.

b. Beverages. Many foreign guests do not drink alcoholic beverages. The host should provide a complete range of drinks from orange juice, light alcoholic beverages (such as Compari and soda) to heavier drinks, such as scotch and soda.

c. Aids to entertainment. Biographic notes on guests and country information sheets are invaluable in aiding conversation. Sending guest lists to U.S. guests helps them become familiar with foreign names. Names that have pronunciations unfamiliar to English-speaking persons may be spelled phonetically as well. The same courtesy may be extended to foreign guests.

Table 7-1
Record of dietary restrictions

| Country | No beef | No pork | No restriction | Other |
|-----------|---------|---------|----------------|-------|
| ARGENTINA | | | X | |
| AUSTRALIA | | | X | |
| AUSTRIA | | | X | |
| BELGIUM | | | X | |
| BOLIVIA | | | X | |
| BRAZIL | | | X | |
| BULGARIA | | | X | |

Table 7-1
Record of dietary restrictions—Continued

| | | | | |
|--------------------|---|---|---|---|
| BURMA | | | X | |
| CAMEROON | | | X | |
| CANADA | | | X | |
| CHILE | | | X | |
| CHINA | | | X | |
| COLOMBIA | | | X | |
| CZECHOSLOVAKIA | | | X | |
| DENMARK | | | X | |
| DOMINICAN REPUBLIC | | | X | |
| ECUADOR | | | X | |
| EGYPT | | X | | |
| EL SALVADOR | | | X | |
| ETHIOPIA | | | X | |
| FINLAND | | | X | |
| FRANCE | | | X | |
| GERMANY | | | X | |
| GHANA | | | X | |
| GREAT BRITIAN | | | X | |
| GREECE | | | X | |
| GUATEMALA | | | X | |
| HAITI | | | X | |
| HONDURAS | | | X | |
| HUNGARY | | | X | |
| INDIA | X | X | | |
| INDONESIA | | X | | |
| IRAN | | X | | |
| ISRAEL | | X | | X |
| ITALY | | | X | |
| JAPAN | | | X | |
| JORDAN | | X | | |
| KOREA | | | X | |
| LEBANON | | X | | |
| MALASYIA | | X | | |
| MEXICO | | | X | |
| MOROCCO | | X | | |
| NEPAL | X | | | |
| NETHERLANDS | | | X | |
| NEW ZEALAND | | | X | |
| NICARAGUA | | | X | |
| NIGERIA | | | X | |
| NORWAY | | | X | |
| PAKISTAN | | X | | |
| PANAMA | | | X | |

Table 7-1
Record of dietary restrictions—Continued

| | | | | |
|--------------|---|---|---|--|
| PARAGUAY | | | X | |
| PERU | | | X | |
| PHILIPPINES | | | X | |
| POLAND | | | X | |
| PORTUGAL | | | X | |
| ROMANIA | | | X | |
| SAUDI ARABIA | | X | | |
| SOUTH AFRICA | | | X | |
| SPAIN | | | X | |
| SWEDEN | | | X | |
| SWITZERLAND | | | X | |
| THAILAND | X | | | |
| TUNISIA | | X | | |
| TURKEY | | X | | |
| USSR | | | X | |
| URUGUAY | | | X | |
| VENEZUELA | | | X | |
| YUGOSLAVIA | | | X | |
| ZAIRE | | | X | |

Chapter 8

Guide to Proper Dress

8-1. Proper dress for a military or social function

The guidance shown at table 8-1 is for Army personnel to use in choosing the proper dress while attending a military or social function. The occasions listed are those for which a guest would normally receive a written invitation. For correct uniform composition, accessories, insignia, and accouterments, see AR 670-1. Table 8-2 provides guidance on the dress codes normally used today.

8-2. Tie worn with Army blue and Army white uniforms

The four-in-hand tie is worn with the Army blue and Army white uniforms at functions that begin in the afternoon and before the hour of retreat. The host may prescribe either the four-in-hand or bow tie for evening affairs according to the degree of formality.

8-3. Wear of the Army white uniform

The Army white uniform may be worn as prescribed by local commanders in areas that require this uniform (AR 670-1), or in other areas as the individual wishes.

8-4. Equivalent uniforms of Army and other Services

Table 8-3 and table 8-4 contain the uniform equivalency and occasions for wear by males and females in the Army, Marine Corps, Navy/Coast Guard, and Air Force. It also contains the appropriate attire for female and male civilian spouse/escorts.

Table 8–1
Army uniform/civilian attire

| Occasion/function | Civilian attire | Army uniforms | Ladies attire |
|---|----------------------|--|-----------------------------|
| Ceremonies, parades, reviews, official visits of foreign dignitaries | Coat and tie | Army blue with four-in-hand, Army green | Afternoon dress/suit |
| Receptions, daytime or early evening semi-formal occasions requiring more than duty uniform | Dark business suit | Army blue with bow tie or four-in-hand | Cocktail dress |
| Official formal functions (black tie) | Dinner jacket/tuxedo | Army blue, white, or black mess Army blue with bow tie | Long or short evening dress |
| Official formal evening functions (white tie) | Tails | Army blue, or black evening mess | Evening formal |

Notes:

¹ The Army white/Army white mess/Army white evening mess uniforms may be substituted for the Army blue equivalent uniforms from April to October, except in clothing zones I and II where they may be worn year-round.

Table 8–2
Dress codes

| Category | Dress |
|------------------------|--|
| Formal (White Tie) | Blue/white evening mess |
| Semiformal (Black Tie) | Blue/white mess; Army blue with bow tie Army blue w/four-in-hand (Note 1) |
| Uniform informal | |
| Duty uniform | Army green (Note 2) |
| Civilian informal | Civilian coat and tie |
| Casual | Civilian open collar or sweater w/coat |
| Very casual | Shirt and slacks |

Notes:

¹ Enlisted personnel may wear the Army green uniform with black bow tie, and white shirt.

² Or uniform dictated by local policy.

Table 8–3
Uniform comparison chart (men)

| Occasion/function | Army | Marine Corps | Navy/Coast Guard | Air Force | Civilian attire |
|--|--|---|--|--|----------------------|
| Ceremonies: parades, reviews, official visits of civilian dignitaries, change of command | ARMY GREEN UNIFORM General duty wear | SERVICE UNIFORM General wear | SERVICE DRESS UNIFORM General wear | SERVICE DRESS UNIFORM General wear | Business suit |
| Receptions: daytime/early evening formal or semi-formal (no bow tie required) | ARMY BLUE/WHITE UNIFORM Wear at general official/social occasions | BLUE DRESS A OR B and WHITE DRESS A OR B Wear at general official/social occasions | FULL DRESS UNIFORMS Wear at general official/social occasions | CEREMONIAL DRESS UNIFORMS (winter/summer) Informal daytime and evening occasions | Dark business suit |
| Social function of general or official nature—black tie | ARMY BLUE/WHITE MESS Equivalent to black tie | EVENING DRESS B or MESS DRESS UNIFORM Equivalent to black tie | DINNER DRESS UNIFORM Equivalent to black tie | MESS DRESS UNIFORM Black tie occasions | Dinner jacket/tuxedo |
| Official formal evening: state event—white tie | ARMY BLUE EVENING MESS Equivalent to white tie | EVENING DRESS A UNIFORM Equivalent to white tie | FORMAL DRESS UNIFORM Equivalent to white tie | MESS DRESS UNIFORM (silver tie tab and cummerbund) Equivalent to white tie | Tuxedo/tails |

Table 8–4
Uniform comparison chart (women)

| Occasion/function | Army | Marine Corps | Navy/Coast Guard | Air Force | Civilian attire |
|--|--|---|--|---|--------------------------------------|
| Ceremonies, parades, reviews, official visits of civilian dignitaries, change of command | ARMY GREEN UNIFORM General duty wear | SERVICE UNIFORM General wear | SERVICE DRESS UNIFORM General wear | SERVICE DRESS UNIFORM General wear | Afternoon dress/suit |
| Receptions: daytime/early evening formal or semi-formal (no bow tie required) | ARMY BLUE/WHITE UNIFORM Wear at general official/social occasions | BLUE DRESS A OR B and WHITE DRESS A OR B Wear at general official/social occasions | FULL DRESS UNIFORMS Wear at official/ceremonial occasions | CEREMONIAL DRESS UNIFORMS (winter/summer) For informal daytime and evening occasions | Afternoon dress/suit; cocktail dress |
| Social function of general or official nature—black tie | ARMY BLUE/WHITE MESS Equivalent to black tie | EVENING DRESS B OR MESS DRESS uniform Equivalent to black tie | DINNER DRESS UNIFORM Equivalent to black tie | MESS DRESS UNIFORM For black tie occasions | Long or short evening dress |
| Official formal evening; state event—white tie | ARMY BLUE EVENING MESS Equivalent to white tie | EVENING DRESS A UNIFORM Equivalent to white tie | FORMAL DRESS UNIFORM Equivalent to white tie | MESS DRESS UNIFORM (white tie/wing tip collar) Equivalent to white tie | Long evening dress |

Appendix A

References

Section I

Required Publications

AR 600–25

Salutes, Honors, and Visits of Courtesy. (Cited in para 4–1*e*.)

AR 670–1

Wear and Appearance of Army Uniforms and Insignia. (Cited in paras 5–5, 8–1, and 8–3.)

AR 840–10

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates. (Cited in paras 3–3*c*(4), 3–3*c*(5), 4–3, 4–3*a*, 4–3*b*(1), 4–3*b*(2), and 4–3*b*(3).)

FM 22–5

Drill and Ceremonies. (Cited in paras 4–1*a* and 4–4*a*.)

Section II

Related Publications

A related publication is a source of additional information. A related publication does not have to be read to understand this pamphlet.

AR 25–50

Preparing and Managing Correspondence.

Air Force Pamphlet 900–1

Guide to Air Force Protocol. 1978.

DOD 4515.13–R

Air Transportation Eligibility

McCaffree, Mary Jane, and Pauline Innis

Protocol, The Complete Handbook of Diplomatic, Official, and Social Usage. California: Devon Press, Inc., 1989.

MDW Regulation 1–8

Parades and Reviews. Available from Commander, MDW (ATTN: ANC&SE), Fort Lesley J. McNair, Washington, DC 20319.

OPNAVINST 1710.7

Social Usage and Protocol Handbook. Washington: Foreign Liaison and Protocol Selection, Office of the Chief of Naval Operations, 1979. Obtain on the Internet at <http://neds.nebt.daps.mil/Directives/dirindex.html>.

Swartz, Oretta D.

Service Etiquette. 4th ed. Annapolis: U.S. Naval Institute Press, 1988.

Keith E. Bonn

The Army Officer's Guide. 48th ed. Harrisburg, PA: Stackpole Books, 1999.

U.S. Military Academy

Guide to Military Dining-In. 1976. Obtain U.S. from the U.S. Military Academy, West Point, NY 10996–1781.

Section III

Prescribed Forms

This publication prescribes no forms.

Section IV

Referenced Forms

This publication references no forms.

Appendix B

Lists of States and Territories and Date of Entry into the Union

B–1. State and territory entry into the Union

A State and territory precedence list is presented in table B–1.

B–2. Use of the State and territory dates of entry into the Union

Use State and territory dates of entry into the Union to determine placement of State and territorial flags in relation to other flags that are present.

Table B–1
State and territory dates of entry into the Union

| State | Date | Order |
|-----------------------------------|------------------|-------|
| Alabama | 14 December 1819 | 22 |
| Alaska | 3 January 1959 | 49 |
| Arizona | 14 February 1912 | 48 |
| Arkansas | 15 June 1836 | 25 |
| California | 9 September 1850 | 31 |
| Colorado | 1 August 1876 | 38 |
| Connecticut | 9 January 1788 | 5 |
| Delaware | 7 December 1787 | 1 |
| Florida | 3 March 1845 | 27 |
| Georgia | 2 January 1788 | 4 |
| Hawaii | 21 August 1959 | 50 |
| Idaho | 3 July 1890 | 43 |
| Illinois | 3 December 1818 | 21 |
| Indiana | 11 December 1816 | 19 |
| Iowa | 28 December 1846 | 29 |
| Kansas | 29 January 1861 | 34 |
| Kentucky | 1 June 1792 | 15 |
| Louisiana | 30 April 1812 | 18 |
| Maine | 15 March 1820 | 23 |
| Maryland | 28 April 1788 | 7 |
| Massachusetts | 6 February 1788 | 6 |
| Michigan | 26 January 1837 | 26 |
| Minnesota | 11 May 1858 | 32 |
| Mississippi | 10 December 1817 | 20 |
| Missouri | 10 August 1821 | 24 |
| Montana | 8 November 1889 | 41 |
| Nebraska | 1 March 1867 | 37 |
| Nevada | 31 October 1864 | 36 |
| New Hampshire | 21 June 1788 | 9 |
| New Jersey | 18 December 1787 | 3 |
| New Mexico | 6 January 1912 | 47 |
| New York | 26 July 1788 | 11 |
| North Carolina | 21 November 1789 | 12 |
| North Dakota | 2 November 1889 | 39 |
| Ohio | 1 March 1803 | 17 |
| Oklahoma | 16 November 1907 | 46 |
| Oregon | 14 February 1859 | 33 |
| Pennsylvania | 12 December 1787 | 2 |
| Rhode Island | 29 May 1790 | 13 |
| South Carolina | 23 May 1788 | 8 |
| South Dakota | 2 November 1889 | 40 |
| Tennessee | 1 June 1796 | 16 |
| Texas | 29 December 1845 | 28 |
| Utah | 4 January 1896 | 45 |
| Vermont | 4 March 1791 | 14 |
| Virginia | 25 June 1788 | 10 |
| Washington | 11 November 1889 | 42 |
| West Virginia | 20 June 1863 | 35 |
| Wisconsin | 29 May 1848 | 30 |
| Wyoming | 10 July 1890 | 44 |
| <i>Territory</i> | | |
| American Samoa | | 54 |
| Commonwealth of Northern Marianas | | 55 |
| District of Columbia | | 51 |

Table B-1
State and territory dates of entry into the Union—Continued

| | |
|-------------------|----|
| Guam | 53 |
| Puerto Rico | 52 |
| Trust Territories | 56 |
| Virgin Islands | 57 |

Appendix C

Official Toasts

C-1. Toasts for foreign guests or heads of state

Table C-1 lists appropriate toast addresses.

C-2. Protocol contact

For additional information regarding foreign guests or heads of state, contact the Foreign Liaison Protocol Office at (703) 697-4762 or Defense Switched Network (DSN) 227-4762.

Table C-1
Official toasts

| Country | Official toast |
|----------------|---|
| ALBANIA | His Excellency, the President of the Republic of Albania |
| ALGERIA | His Excellency, the President of the Democratic and Popular Republic of Algeria |
| ARGENTINA | His Excellency, the President of the Argentine Republic |
| AUSTRALIA | Her Majesty, the Queen (Queen/King) |
| AUSTRIA | His Excellency, the President of the Republic of Austria |
| BAHRAIN | His Highness, the Emir of the State of Bahrain |
| BANGLADESH | His Excellency, the President of the People's Republic of Bangladesh |
| BELGIUM | His Majesty, Albert II, King of the Belgians (King/Queen) |
| BOLIVIA | His Excellency, the President of the Republic of Bolivia |
| BOTSWANA | His Excellency, the President of the Republic of Botswana |
| BRAZIL | His Excellency, the President of the Federative Republic of Brazil |
| BULGARIA | His Excellency, the President of the Republic of Bulgaria |
| CAMEROON | His Excellency, the President of the Republic of Cameroon |
| CANADA | Her Majesty, the Queen (Queen/King) |
| CHILE | His Excellency, the President of the Republic of Chile |
| CHINA | His Excellency, the President of the People's Republic of China |
| COLOMBIA | His Excellency, the President of Republic of Colombia |
| CROATIA | His Excellency, the President of the Republic of Croatia |
| CZECH REPUBLIC | His Excellency, the President of the Czech Republic |
| DENMARK | Her Majesty, the Queen of Denmark (Queen/King) |
| DOMINICAN REP | His Excellency, the President of the Dominican Republic |
| ECUADOR | His Excellency, the President of the Republic of Ecuador |
| EGYPT | His Excellency, the President of the Arab Republic of Egypt |
| EL SALVADOR | His Excellency, the President of the Republic of El Salvador |
| ESTONIA | His Excellency, the President of the Republic of Estonia |
| FINLAND | His Excellency, the President of the Republic of Finland |
| FRANCE | His Excellency, the President of the French Republic |
| GABON | His Excellency, the President of the Gabonese Republic |
| GERMANY | His Excellency, the President of the Federal Republic of Germany |

Table C-1
Official toasts—Continued

| | |
|-----------------|---|
| GHANA | His Excellency, the President of the Republic of Ghana |
| GREECE | His Excellency, the President of the Hellenic Republic |
| GUATEMALA | His Excellency, the President of the Republic of Guatemala |
| HONDURAS | His Excellency, the President of the Republic of Honduras |
| HUNGARY | His Excellency, the President of the Republic of Hungary |
| INDIA | His Excellency, the President of the Republic of India |
| INDONESIA | His Excellency, the President of the Republic of Indonesia |
| ISRAEL | His Excellency, the President of Israel |
| ITALY | His Excellency, the President of the Italian Republic |
| JAPAN | His Imperial Majesty, the Emperor of Japan |
| JORDAN | His Majesty, the King of the Hashemite Kingdom of Jordan |
| KAZAKHSTAN | His Excellency, the President of the Republic of Kazakhstan |
| KENYA | His Excellency, the President of the Republic of Kenya |
| KOREA | His Excellency, the President of the Republic of Korea |
| LEBANON | His Excellency, the President of Lebanon |
| MALAYSIA | His Majesty the King |
| MEXICO | His Excellency, the President of Mexico |
| MONGOLIA | His Excellency, the President of Mongolia |
| NETHERLANDS | Her Majesty, the Queen of the Netherlands (Queen/King) |
| NEW ZEALAND | Her Majesty, the Queen of New Zealand (Queen/King) |
| NORWAY | His Majesty, the King of Norway (Queen/King) |
| OMAN | The Sultan of Oman |
| PAKISTAN | His Excellency, the President of the Islamic Republic of Pakistan |
| PARAGUAY | His Excellency, the President of the Republic of Paraguay |
| PERU | His Excellency, the President of the Republic of Peru |
| PHILIPPINES | His Excellency, the President of the Republic of the Philippines |
| POLAND | His Excellency, the President of the Republic of Poland |
| PORTUGAL | His Excellency, the President of Portugal |
| ROMANIA | His Excellency, the President of Romania |
| RUSSIAN | His Excellency, the President of the Russian Federation |
| SAUDI ARABIA | His Majesty, the King |
| SENEGAL | His Excellency, the President of the Republic of Senegal |
| SINGAPORE | His Excellency, the President of the Republic of Singapore |
| SLOVAK REPUBLIC | His Excellency, the President of the Slovak Republic |
| SOUTH AFRICA | His Excellency, the President of the Republic of South Africa |
| SPAIN | His Majesty, the King of Spain |
| SWEDEN | His Majesty, the King of Sweden |
| SWITZERLAND | His Excellency, the President of Switzerland |
| THAILAND | His Majesty, the King of Thailand |
| TUNISIA | His Excellency, the President of the Republic of Tunisia |
| TURKEY | His Excellency, the President of the Republic of Turkey |
| UAE | His Excellency, the President of the United Arab Emirates |
| UGANDA | His Excellency, the President of the Republic of Uganda |

Table C-1
Official toasts—Continued

| | |
|----------------|--|
| UKRAINE | His Excellency, the President of Ukraine |
| UNITED KINGDOM | Her Majesty, the Queen |
| VENEZUELA | His Excellency, the President of the Republic of Venezuela |

Appendix D

Precedence List

D-1. Individual precedence

Rank or precedence of individual persons for official purposes is listed in table D-1.

D-2. Use of precedence

Precedence order is followed for seating arrangements.

Table D-1
Precedence list of civilian and military persons

| VIP code | Official |
|---|---|
| VIP code: 1 | |
| 1 | PRESIDENT OF THE UNITED STATES |
| 2 | HEADS OF STATE/REIGNING ROYALTY |
| VIP code: 2 (four-star equivalent) | |
| 3 | VICE PRESIDENT OF THE UNITED STATES |
| 4 | GOVERNORS IN OWN STATE (SEE #42) |
| 5 | SPEAKER OF THE HOUSE OF REPRESENTATIVES |
| 6 | CHIEF JUSTICE OF THE SUPREME COURT |
| 7 | FORMER PRESIDENTS OF THE UNITED STATES |
| 8 | U.S. AMBASSADORS WHEN AT POST |
| 9 | SECRETARY OF STATE |
| 10 | PRESIDENT, UN GENERAL ASSEMBLY (IN SESSION) |
| 11 | SECRETARY GENERAL OF THE UNITED NATIONS |
| 12 | PRESIDENT, UN GENERAL ASSEMBLY (NOT IN SESSION) |
| 13 | ACCREDITED AMBASSADORS OF FOREIGN POWERS |
| 14 | WIDOWS OF FORMER PRESIDENTS |
| 15 | ACCREDITED FOREIGN MINISTERS AND ENVOYS |
| 16 | ASSOCIATE JUSTICES OF THE SUPREME COURT |
| 17 | RETIRED CHIEF JUSTICES OF THE SUPREME COURT |
| 18 | RETIRED ASSOCIATE JUSTICES OF THE SUPREME COURT |
| 19 | SECRETARY OF THE TREASURY |
| 20 | SECRETARY OF DEFENSE |
| 21 | THE ATTORNEY GENERAL |
| 22 | SECRETARY OF THE INTERIOR |
| 23 | SECRETARY OF AGRICULTURE |
| 24 | SECRETARY OF COMMERCE |
| 25 | SECRETARY OF LABOR |
| 26 | SECRETARY OF HEALTH AND HUMAN SERVICES |
| 27 | SECRETARY OF HOUSING AND URBAN DEVELOPMENT |
| 28 | SECRETARY OF TRANSPORTATION |
| 29 | SECRETARY OF ENERGY |
| 30 | SECRETARY OF EDUCATION |
| 31 | SECRETARY OF VETERANS AFFAIRS |
| 32 | DIRECTOR, NATIONAL DRUG CONTROL POLICY |
| 33 | U.S. REPRESENTATIVE TO THE UNITED NATIONS (IN SESSION) (SEE #58) |
| 34 | ADMINISTRATOR, ENVIRONMENTAL PROTECTION AGENCY |
| 35 | U.S. TRADE REPRESENTATIVE |
| 36 | DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET |
| 37 | CHAIRMAN, COUNCIL OF ECONOMIC ADVISORS |
| 38 | CHIEF OF STAFF TO THE PRESIDENT |
| 39 | PRESIDENT PRO TEMPORE OF THE SENATE |
| 40 | UNITED STATES SENATORS (BY SENIORITY; WHEN EQUAL, BY ALPHA) |
| 41 | FORMER UNITED STATES SENATORS (BY DATE OF RETIREMENT) |
| 42 | GOVERNORS WHEN NOT IN OWN STATE (BY STATE DATE OF ENTRY; WHEN EQUAL, BY ALPHA) (SEE #4) |
| 43 | ACTING HEADS OF CABINET LEVEL DEPARTMENTS |
| 44 | FORMER VICE PRESIDENTS OF THE UNITED STATES |

Table D-1

Precedence list of civilian and military persons—Continued

| | |
|---|---|
| 45 | UNITED STATES HOUSE OF REPRESENTATIVES (BY SENIORITY; WHEN EQUAL, BY AL- PHA) |
| 46 | FORMER CONGRESSMAN (BY DATE OF RETIREMENT) |
| 47 | DISTRICT OF COLUMBIA DELEGATE TO THE HOUSE OF REPRESENTATIVES |
| 48 | GUAM DELEGATE TO THE HOUSE OF REPRESENTATIVES |
| 49 | U.S. VIRGIN ISLANDS DELEGATE TO THE HOUSE OF REPRESENTATIVES |
| 50 | AMERICAN SAMOA DELEGATE TO THE HOUSE OF REPRESENTATIVES |
| 51 | RESIDENT COMMISSIONER FROM PUERTO RICO |
| 52 | ASSISTANT TO THE PRESIDENT FOR NATIONAL SECURITY AFFAIRS |
| 53 | ASSISTANTS AND COUNSEL TO THE PRESIDENT |
| 54 | CHARGES D'AFFAIRES OF FOREIGN POWERS |
| 55 | FORMER SECRETARIES OF STATE |
| 56 | FORMER MEMBERS OF THE PRESIDENT'S CABINET |
| 57 | DEPUTY SECRETARIES AND UNDER SECRETARIES (WHEN DEPUTY SECRETARY EQUIVALENT) OF THE EXECUTIVE DEPARTMENTS (NUMBER TWO POSITION) |
| 58 | U.S. REPRESENTATIVE TO THE UNITED NATIONS (NOT IN SESSION) (SEE #33) |
| 59 | DIRECTOR, CENTRAL INTELLIGENCE AGENCY |
| 60 | SOLICITOR GENERAL |
| 61 | ADMINISTRATOR, AGENCY FOR INTERNATIONAL DEVELOPMENT |
| 62 | DIRECTOR, ARMS CONTROL AND DISARMAMENT AGENCY |
| 63 | DIRECTOR, U.S. INFORMATION AGENCY |
| 64 | UNDER SECRETARIES OF STATE AND COUNSELS |
| 65 | UNDER SECRETARIES OF THE EXECUTIVE DEPARTMENTS (NUMBER THREE POSI- TION) |
| 66 | U.S. AMBASSADORS AT LARGE |
| 67 | UNDER SECRETARY OF DEFENSE FOR ACQUISITION (FOR ACQUISITION MATTERS ON- LY) (SEE #75) |
| 68 | SECRETARY OF THE ARMY, NAVY, AIR FORCE |
| 69 | POSTMASTER GENERAL |
| 70 | CHAIRMAN, FEDERAL RESERVE SYSTEM |
| 71 | CHAIRMAN, AMERICAN BATTLE MONUMENTS COMMISSION |
| 72 | CHAIRMAN, COUNCIL ON ENVIRONMENTAL QUALITY |
| 73 | FORMER SECRETARIES OF THE SERVICES |
| 74 | CHAIRMAN, JOINT CHIEFS OF STAFF |
| 75 | UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND TECHNOLOGY (SEE #67), FOR POLICY, DOD COMPTROLLER, FOR PERSONNEL READINESS |
| 76 | RETIRED CHAIRMEN OF THE JOINT CHIEFS OF STAFF |
| 77 | VICE CHAIRMAN OF THE JOINT CHIEFS OF STAFF |
| 78 | CHIEFS OF SERVICES (BY DATE OF APPOINTMENT) AND COMMANDANT OF THE U. S. COAST GUARD |
| 79 | RETIRED VICE CHAIRMAN OF THE JOINT CHIEFS OF STAFF, CHIEFS OF SERVICES |
| 80 | COMMANDERS-IN-CHIEF, COMBATANT COMMANDS (BY DATE OF APPOINTMENT) (NOTE 1): DIRECTOR, WHITE HOUSE MILITARY OFFICE |
| 81 | GENERALS OF THE ARMY, FLEET ADMIRALS, GENERALS OF THE AIR FORCE |
| 82 | LIEUTENANT GOVERNORS AND ACTING GOVERNORS |
| 83 | FOREIGN NON-ACCREDITED PERSONS OF AMBASSADOR RANK |
| 84 | PRINCIPAL DEPUTY UNDER SECDEF FOR ACQUISITION |
| 85 | SECRETARY GENERAL, ORGANIZATION OF AMERICAN STATES |
| 86 | CHAIRMAN, PERMANENT COUNCIL OF THE ORGANIZATION OF AMERICAN STATES |
| 87 | HEADS OF INTERNATIONAL ORGANIZATIONS (NATO, SEATO, and so forth) |
| 88 | ADMINISTRATOR, GENERAL SERVICES ADMINISTRATION |
| 89 | ADMINISTRATOR, NASA |
| 90 | ADMINISTRATOR, NATIONAL OCEANOGRAPHIC AND ATMOSPHERIC ADMINISTRATION |
| 91 | CHAIRMAN, MERIT SYSTEMS PROTECTION BOARD |
| 92 | DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT |
| 93 | ADMINISTRATOR, FEDERAL AVIATION ADMINISTRATION |
| 94 | CHAIRMAN, FEDERAL MARITIME COMMISSION |
| 95 | CHAIRMAN, NUCLEAR REGULATORY COMMISSION |
| 96 | DIRECTOR OF ACTION |
| 97 | DIRECTOR OF THE PEACE CORPS |
| 98 | U.S. AMBASSADORS ON OFFICIAL VISITS IN D.C. |
| 99 | CHIEF OF PROTOCOL, DEPARTMENT OF STATE |
| 100 | U.S. AMBASSADORS ON OFFICIAL VISITS IN THE U.S. OUTSIDE THE DISTRICT OF CO- LUMBIA |
| 101 | STATE SECRETARY OF STATE (IN OWN STATE) |
| VIP code 3: (four-star equivalent) | |
| 102 | JUDGES, U.S. COURT OF APPEALS, FEDERAL DISTRICT |
| 103 | JUDGES, U.S. COURT OF APPEALS FOR VETERANS AFFAIRS |
| 104 | JUDGES, U.S. COURT OF APPEALS, D.C. DISTRICT |
| 105 | CARDINALS |
| 106 | GOVERNOR OF GUAM |

Table D-1
Precedence list of civilian and military persons—Continued

| | |
|-----|---|
| 107 | GOVERNOR OF U.S. VIRGIN ISLANDS |
| 108 | CHIEF/ASSOCIATE JUDGES OF A STATE SUPREME COURT |
| 109 | MAYORS OF MAJOR CITIES (IN OWN CITY) (SEE #166) (CITIES WITH A POPULATION OF ONE MILLION OR MORE) |
| 110 | MAYOR OF DISTRICT OF COLUMBIA |
| 111 | DEPUTY DIRECTOR, CENTRAL INTELLIGENCE AGENCY |
| 112 | DEPUTY ADMINISTRATOR, AGENCY FOR INTERNATIONAL DEVELOPMENT |
| 113 | DEPUTY DIRECTOR, U.S. ARMS CONTROL AND DISARMAMENT AGENCY |
| 114 | DEPUTY DIRECTOR, U.S. INFORMATION AGENCY |
| 115 | DEPUTY ADMINISTRATOR, GENERAL SERVICES ADMINISTRATION |
| 116 | DEPUTY ADMINISTRATOR, NASA |
| 117 | DEPUTY DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT |
| 118 | DEPUTY DIRECTOR OF ACTION |
| 119 | DEPUTY DIRECTOR OF THE PEACE CORPS |
| 120 | DIRECTOR, FEDERAL BUREAU OF INVESTIGATION |
| 121 | DEPUTY ASSISTANTS TO THE PRESIDENT |
| 122 | U.S. CHARGE D'AFFAIRES |
| 123 | ATTORNEY GENERAL OF A STATE |
| 124 | PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE FOR POLICY |
| 125 | DIRECTOR, DEFENSE RESEARCH AND ENGINEERING |
| 126 | ASSISTANT SECRETARIES OF THE EXECUTIVE DEPARTMENTS, GENERAL COUNSEL, INSPECTOR GENERAL, (BY DATE OF APPT); DIRECTOR, DOD OPERATIONAL TESTING AND EVALUATION |
| 127 | ASSISTANT SECRETARY GENERAL, ORGANIZATION OF AMERICAN STATES |
| 128 | ASSISTANT ADMINISTRATOR, AGENCY FOR INTERNATIONAL DEVELOPMENT |
| 129 | COMPTROLLER GENERAL OF THE U.S. |
| 130 | JUDGES, COURT OF MILITARY APPEALS |
| 131 | MEMBERS, COUNCIL OF ECONOMIC ADVISORS |
| 132 | ACTIVE OR DESIGNATE U.S. AMBASSADORS |
| 133 | ARCHBISHOPS |
| 134 | UNDER SECRETARIES OF THE ARMY, NAVY, AND AIR FORCE |
| 135 | MINISTERS OF CAREER RANK WHEN IN THE U.S. |
| 136 | PERMANENT REPRESENTATIVES TO THE ORGANIZATION OF AMERICAN STATES |
| 137 | VICE CHIEFS OF SERVICES (BY DATE OF APPT) |
| 138 | FORMER VICE CHIEFS OF SERVICES (BY DATE OF RETIREMENT) |
| 139 | ASSISTANT SECRETARIES OF THE SERVICES (BY DATE OF APPOINTMENT) AND SERVICE GENERAL COUNSELS |
| 140 | GENERALS AND ADMIRALS (4-STAR RANK) |
| 141 | RETIRED GENERAL AND ADMIRALS (4-STAR RANK) |
| 142 | DIRECTOR, SELECTIVE SERVICE SYSTEM |
| 143 | CHIEF OF STAFF SECRETARY OF DEFENSE |
| 144 | ASSISTANT CHIEF OF STAFF SECRETARY OF DEFENSE |
| 145 | THE SPECIAL ASST TO THE SEC/DEPSEC OF DEFENSE |
| 146 | ASSISTANTS TO THE SECRETARY OF DEFENSE |
| 147 | THE EXECUTIVE ASSISTANT TO THE SECDEF |
| 148 | THE EXECUTIVE ASSISTANT TO THE DEPSECDEF |
| 149 | DIRECTOR, OSD ADMINISTRATION AND MANAGEMENT |
| 150 | DIRECTOR, OSD PROGRAM ANALYSIS AND EVALUATION |

VIP code: 4 (three-star equivalent)

| | |
|-----|--|
| 151 | DIRECTORS OF DEFENSE AGENCIES (DLA, DMA, NSA, DCA; DARPA; OTHER DOD AGENCIES) |
| 152 | DEPUTY UNDER SECRETARIES OF DEFENSE (NON-STATUTORY); DEPUTY DIRECTOR OF DEFENSE, R&E; PRINCIPAL DEPUTY ASSISTANT SECRETARIES OF DEFENSE; PRINCIPAL DEPUTY GENERAL COUNSEL (DOD); DEPUTY INSPECTOR GENERAL (DOD); PRINCIPAL DEPUTY COMPTROLLER (DOD); DIRECTOR OF NET ASSESSMENT; DIRECTOR OF DEFENSE PROCUREMENT; DIRECTOR, SMALL AND DISADVANTAGED BUSINESS UTILIZATION (DOD) |
| 153 | ADMINISTRATIVE ASSISTANTS OF THE ARMY, NAVY, AIR FORCE; DIRECTOR OF THE ARMY STAFF; SERGEANT MAJOR OF THE ARMY (NOTE 2) |
| 154 | TREASURER, COMPTROLLER OR AUDITOR OF A STATE |
| 156 | LIEUTENANT GENERALS AND VICE ADMIRALS |
| 157 | RETIRED LIEUTENANT GENERALS AND VICE ADMIRALS |
| 158 | PRESIDENT OF THE SENATE OF A STATE |
| 159 | STATE SENATORS (IN THEIR OWN STATES) |
| 160 | MEMBERS, DEFENSE SCIENCE BOARD |
| 161 | CHAIRMAN, AMERICAN RED CROSS |
| 162 | BISHOPS OF WASHINGTON |

Table D-1
Precedence list of civilian and military persons—Continued

| | |
|-----|--|
| 163 | PRINCIPAL DEPUTY ASSISTANT SECRETARIES AND PRINCIPAL DEPUTY GENERAL COUNSELS OF THE ARMY, NAVY, AND AIR FORCE |
| 164 | PERMANENT OBSERVERS TO THE ORGANIZATION OF AMERICAN STATES |
| 165 | FORMER U.S. AMBASSADORS |
| 166 | CIVILIAN AIDES TO THE SECRETARY OF THE ARMY |
| 167 | MAYORS OF CITIES (IN OWN CITY)(SEE #109) (POPULATIONS OF LESS THAN ONE MILLION) |
| 168 | SPEAKER OF THE HOUSE OF REPRESENTATIVES, DELEGATES OR ASSEMBLY OF A STATE |
| 169 | TREASURER OF THE U.S. |
| 170 | DIRECTOR OF THE MINT |
| 171 | CHAIRMAN, FEDERAL COMMUNICATIONS COMMISSION |
| 172 | CHAIRMAN, UNITED SERVICES ORGANIZATION, INC. |
| 173 | DIRECTOR, NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY |
| 174 | LIBRARIAN OF CONGRESS |
| 175 | VICE CHAIRMAN AND BOARD OF GOVERNORS, FEDERAL RESERVE SYSTEM |
| 176 | STATE REPRESENTATIVE, ASSEMBLYMAN, OR DELEGATE |
| 177 | CHAIRMAN, D.C. COUNCIL |
| 178 | COUNTY JUDGES, DISTRICT COURT JUDGE (COUNTY) |
| 179 | DEPUTY CHIEF OF PROTOCOL, DEPT OF STATE |
| 180 | SPECIAL ASSISTANTS TO THE PRESIDENT |
| 181 | COMMISSIONER, U.S. CUSTOMS SERVICE |
| 182 | COMMISSIONER, INTERNAL REVENUE SERVICE |
| 183 | DEPUTY ASST SECRETARIES OF DEFENSE; DEPUTY GENERAL COUNSELS (DOD); DEFENSE ADVISOR U.S. MISSION NATO; SECDEF REPS TO INTERNATIONAL NEGOTIATIONS; DEPUTY COMPTROLLERS (DOD); ASSISTANT IG (DOD) |
| 184 | DEPUTY UNDER SECRETARIES OF THE ARMY, NAVY, AND AIR FORCE; ARMY AUDITOR GENERAL (BY DATE OF APPOINTMENT) |
| 185 | MEMBERS, SECRETARY OF DEFENSE BOARDS |
| 186 | COUNSELORS OF EMBASSIES |
| 187 | CONSULS GENERAL OF FOREIGN POWERS (LEGATIONS) |
| 188 | SES MEMBERS (PC 4) |
| 189 | CHAIRMAN, BOARD OF CONTRACT APPEALS (CA-1) |

VIP code: 5 (two-star equivalent)

| | |
|-----|--|
| 190 | MAJOR GENERALS AND REAR ADMIRALS (UPPER HALF) |
| 191 | RETIRED MAJOR GENERALS/REAR ADMIRALS (UPPER HALF) |
| 192 | SURGEON GENERAL; DEPUTY SURGEON GENERAL OF THE U.S. |
| 193 | DIRECTOR, FEDERAL EMERGENCY MANAGEMENT AGENCY |
| 194 | DEPUTY ASSISTANT SECRETARIES AND DEPUTY GENERAL COUNSELS OF THE ARMY, NAVY, AND AIR FORCE (BY DATE OF APPOINTMENT) |
| 195 | CITY MANAGERS |
| 196 | OSD HISTORIAN |
| 197 | STATE CHAIR, NATIONAL COMMITTEE FOR EMPLOYER SUPPORT OF THE NATIONAL GUARD AND RESERVE |
| 198 | UNITED STATES ATTORNEYS |
| 199 | DISTRICT ATTORNEYS |
| 200 | COUNTY SHERIFFS |
| 201 | BOARD PRESIDENT AND COUNTY COMMISSIONERS |
| 202 | SES MEMBERS (PC 5) |
| 203 | VICE CHARIMAN, BOARD OF CONTRACT APPEALS (CA-2) |
| 204 | CONGRESSIONAL STAFFERS |

VIP code: 6 (one-star equivalent)

| | |
|-----|--|
| 205 | BRIGADIER GENERALS AND REAR ADMIRALS (LOWER HALF) |
| 206 | RETIRED BG'S AND REAR ADMIRALS (LOWER HALF) |
| 207 | COUNTY CLERKS |
| 208 | CITY COUNCIL MEMBERS |
| 209 | ASSISTANT SURGEON GENERAL (PUBLIC HEALTH SVC) |
| 210 | U.S. CONSULS GENERAL |
| 211 | ASSISTANT CHIEFS OF PROTOCOL, DEPT OF STATE |
| 212 | SECRETARY OF THE SENATE |
| 213 | DOORKEEPER OF THE HOUSE |
| 214 | CHAPLAIN OF THE SENATE |
| 215 | INDORSING AGENTS FOR MILITARY CHAPLAINS |
| 216 | ASSISTANT DEPUTY UNDER SECRETARIES OF DEFENSE AND PRINCIPAL DIRECTORS |
| 217 | CITY ATTORNEYS |
| 218 | SES MEMBERS (PC 6) |
| 219 | SCIENTIFIC AND PROFESSIONAL (SP); SENIOR LEVEL (SL) (NOTE 3) MEMBERS, BOARD OF CONTRACT APPEALS (CA-3); ADMINISTRATIVE LAW JUDGES (AL) |
| 220 | USAR AMBASSADORS |

Table D-1
Precedence list of civilian and military persons—Continued

VIP code: 7

| | |
|-----|--|
| 221 | COLONELS; CAPTAINS (USN/USCG); GS-15; U.S. CONSULS, MEDICAL DIRECTOR (PUBLIC HEALTH SVC) |
| 222 | JUSTICES OF THE PEACE |
| 223 | CITY CLERKS |

VIP code 8 (not VIP ranked)

| | |
|-----|---|
| 224 | GS-14 |
| 225 | LIEUTENANT COLONELS; COMMANDERS; GS-13 |
| 226 | MAJORS; LIEUTENANT COMMANDERS; GS-12 |
| 227 | GS-11 |
| 228 | CAPTAINS; LIEUTENANTS (USN/USCG); GS-10; U.S. VICE CONSULS |
| 229 | FIRST LIEUTENANTS, LIEUTENANTS JUNIOR GRADE; GS-9 |
| 230 | GS-8 |
| 231 | SECOND LIEUTENANTS; ENSIGNS; GS-7 |
| 232 | WARRANT OFFICERS (BY GRADE) |
| 233 | MASTER CHIEF PETTY OFFICERS; CHIEF MASTER SERGEANTS; MASTER GUNNERY SERGEANTS |
| 234 | OTHER NON-COMMISSIONED OFFICERS, CIVILIANS BY RANK |

Notes:

¹ Commanders-in-Chief/Retired Commanders-in-Chief, CINCs: At multi or Joint service events only. At Army exclusive events, Army CINCs are ranked by date of rank with other Army 4-stars.

² The Director of the Army Staff, Sergeant Major of the Army, and other service equivalents: Within the Army, the DAS and SMA are accorded special status. The DAS and SMA have precedence over all other LTGs.

³ SES precedence is established by position held. SES pay does not affect precedence. For those members not in positions identified above, contact the Army Protocol Office, DSN 227-0692 or the SES Office at DSN 227-3549. For non-Army SES members, contact the members' agency/office for precedence.

⁴ Former and retired officials are normally placed after the active serving officials of the same position, unless their precedence is separately listed on the Precedence List. For example, former Presidents of the United States and retired Chief Justices of the Supreme Court are listed separately. The accepted way to rank several of these former officials is by recency in the position. This means that each official is placed ahead of his or her predecessor. There may be reason to do it the other way with the oldest outranking the youngest, but we follow the norm set by the State Department for handling former Presidents. DOD Regulation 4515.13-R, paragraph 33, page xiii, defines *retired military* as those uniformed services members issued a DD Form 2 (gray/blue) or DD Form 2-NOAA (gray/blue) and who are eligible to receive retired or retainer pay from their service. In addition, officers who have been retired for physical disability and who have an identification card with "EROL" (Emergency Retired Officer List) instead of a Service or social security number on the identification card also meet the definition of retired uniformed services members.

⁵ State and local officials are difficult to rank. There are no fixed rules, but McCaffree and Innis state in their book that "in planning a seating arrangement, [you] should consider the purpose of the function, the level of all guests, and any political significance." Simply try to apply the basic rules of precedence demonstrated in the preceding list and notes and be consistent.

⁶ Sources for the Precedence List. This precedence list is based on the Army Protocol Precedence List, dated September 2000; the Department of Defense Table of Precedence, dated 1 April 1994; Protocol: The Complete Handbook of Diplomatic, Official and Social Usage, revised edition, 1989, by Mary Jane McCaffree and Pauline Innis; and Service Etiquette, 4th edition, 1988, by Oretta D. Swartz. Precedence lists are inherently unofficial and subject to change.

Glossary

This publication contains no glossary text.

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